City of Opa-locka

City Commission Chambers
215 Perviz Avenue
Opa-locka, FL 33054

Virtual Regular Commission Meeting

Agenda

Wednesday, April 8, 2020

7:00 PM

City Commission

Mayor Matthew A. Pigatt
Vice Mayor Chris Davis
Commissioner Sherelean Bass
Commissioner Alvin Burke
Commissioner Joseph L. Kelley

Appointed Officials

City Manager John E. Pate
City Attorney Burnadette Norris-Weeks
City Clerk Joanna Flores, CMC

SPEAKING BEFORE THE CITY COMMISSION

NOTE: All persons speaking shall come forward and give your full name and address, and the name and address of the organization you are representing.

There is a three (3) minute time limit for speaker/citizens forum and participation at all city commission meetings and public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If your matter requires more than three (3) minutes, please arrange a meeting or an appointment with the City Clerk prior to the commission meeting. *City of Opa-locka Code of Ordinances Section 2-57*

DECORUM POLICY

Any person making impertinent or slanderous remarks or who become boisterous while addressing the commission, shall be declared to be out of order by the presiding officer, and shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission be granted by the majority vote of the commission members. *City of Opa-locka Code of Ordinances Section 2-58*

NOTICE TO ALL LOBBYISTS

Any person appearing in a paid or remunerated representative capacity before the city staff, boards, committees and the City Commission is required to register with the City Clerk before engaging in lobbying activities. *City of Opa-locka Code of Ordinances Section 2-18*

FLORIDA STATUTES, CHAPTER 285.0105:

"If a person decides to appeal any decision made by the Board, Agency or Commission with respect to the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."

CITY OF OPA-LOCKA

"The Great City"

AGENDA
VIRTUAL REGULAR COMMISSION MEETING
April 8, 2020
7:00 P.M.

1. CALL TO ORDER:

2. ROLL CALL:

3. INVOCATION:

4. PLEDGE OF ALLEGIANCE:

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGMENTS:

6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):

7. APPROVAL OF AGENDA:

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – March 11, 2020
Special Emergency Meeting Minutes – March 13, 2020

9. DISTRICT ONE / DISTRICT TWO - COUNTY COMMISSIONER REPORT:

10. PUBLIC PRESENTATIONS:

11. CITIZENS' FORUM:
(Opportunity for discussion of any concerns – please limit to 3 minutes)

12. ACTION ITEMS (items from consent agenda pull list):

13. ADMINISTRATION:

CONSENT AGENDA:

1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH KELLY JANITORIAL SERVICES, INC. FOR JANITORIAL MAINTENANCE SERVICES AT THE CITY OF OPA-LOCKA'S MUNICIPAL COMPLEX PURSUANT TO REQUEST FOR PROPOSAL (RFP) NO. 20-0225100;

PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS:

A. FIRST READING ORDINANCE(S)/PUBLIC HEARING(S):

B. SECOND READING ORDINANCE(S)/PUBLIC HEARINGS:

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ORDINANCE NO. 15-06 ENACTED BY THE CITY COMMISSION ON MAY 13, 2015 (THE "MASTER ORDINANCE") AND ORDINANCE NO. 15-07 ENACTED BY THE CITY COMMISSION ON MAY 13, 2015 (THE "SERIES ORDINANCE") WHICH PROVIDED FOR THE ISSUANCE OF $3,494,000 TAX-EXEMPT CAPITAL IMPROVEMENT REVENUE AND REFUNDING NOTE, SERIES 2015A AND $5,106,000 TAXABLE CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2015B (COLLECTIVELY, "THE NOTES"), IN ORDER TO IMPLEMENT THE TERMS OF A PROPOSAL BY CITY NATIONAL BANK OF FLORIDA (THE "BANK") TO MODIFY THE TERMS OF THE NOTES; AUTHORIZING RELATED AMENDMENTS TO THE NOTES AND TO THE NOTES AGREEMENT, DATED MAY 29, 2015, BETWEEN THE CITY AND THE BANK; AUTHORIZING CITY OFFICIALS TO EXECUTE DOCUMENTS AND TAKE ALL OTHER NECESSARY ACTIONS IN SUPPORT OF THE FOREGOING; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE (first reading/public hearing held on February 26, 2020). *Sponsored by City Manager*

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on March 11, 2020). *Sponsored by City Manager*

3. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA LOCKA, FLORIDA, AMENDING ARTICLE IV, DIVISION I, ENTITLED "PURCHASING" OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES, SPECIFICALLY AMENDING SECTION 2-315 TO DELETE THE DEFINITION OF COMMODITY; TRANSFER CERTAIN LANGUAGE PERTAINING TO EXCLUSIONS FOR CONTRACTUAL SERVICE TO SECTION 2-318 OF THE CITY'S CODE OF ORDINANCES; PROVIDING FOR A DEFINITION OF "SUPPLIES" AND REPLACING THE WORD "COMMODITIES" WITH THE WORD "SUPPLIES" IN SECTION 2-315; PROVIDING FOR A DEFINITION OF REQUEST FOR LETTERS OF INTEREST (RLI); PROVIDING FOR A DEFINITION FOR REQUEST OR QUALIFICATIONS; AMENDING SECTION 2-316 TO CLARIFY THE AUTHORITY OF THE CITY MANAGER RELATING TO PURCHASES OF SUPPLIES AND CONTRACTUAL SERVICES; AMENDING, REPLACING AND RENUMBERING SECTIONS 2-317, 2-318, 2-319, 2-320 AND 2-323 OF THE CITY'S CODE OF ORDINANCES; RENUMBERING ALL OTHER SECTIONS AS APPROPRIATE; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE (first reading/public hearing held on March 11, 2020). *Sponsored by City Manager*

C. RESOLUTIONS:

17. CITY MANAGER'S REPORT:

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORT:

20. OFFICIAL BOARD APPOINTMENTS:

Historic Environmental Preservation Board
5 At-Large Appointments

Fair Housing and Nuisance Abatement Board
1 Individual appointment (Mayor Pigatt)

Community Relations, Recreation and Activities Board
1 Individual appointment (Vice Mayor Davis)

Planning & Zoning Board
1 At-Large Appointment

21. ADJOURNMENT:

CITY OF OPA-LOCKA
"The Great City"

CLERK'S ACTION SUMMARY MINUTES
REGULAR COMMISSION MEETING
WEDNESDAY, March 11, 2020
7:00 P.M.
Sherbondy Village Auditorium
215 Perviz Avenue
Opa-locka, FL 33054

1. CALL TO ORDER:

Mayor Matthew Pigatt called the meeting to order at 7:00 p.m. on Wednesday, March 11, 2020 at the Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Mayor Matthew A. Pigatt, Vice Mayor Chris Davis, Commissioner Alvin Burke and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores. Commissioner Sherelean Bass was not in attendance.

3. INVOCATION:

The invocation was delivered by Commissioner Joseph L. Kelley.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. AWARDS/PROCLAMATIONS/ACKNOWLEDGEMENTS:

6. APPROVAL OF CONSENT AGENDA AND PULL LIST (deferrals and deletions):

It was moved by Commissioner Burke, seconded by Vice Mayor Davis to approve the agenda, consent agenda and pull list.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

NEW ITEM:

14-1: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA,

FLORIDA, OPPOSING HOUSE BILL 1209 AND SENATE BILL 1522 WHICH WOULD MAKE IT EASIER TO DISSOLVE VUNERABLE MUNICIPALITIES IN SPITE OF MEANINGFUL ATTEMPTS MADE TO ADDRESS FINANCIAL MATTERS AND OTHER MUNICIPAL CONCERNS TO ACHIEVE COMPLIANCE; PROVIDING FOR DISTRIBUTION OF THIS RESOLUTION; AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION. *Sponsored by Commissioner Kelley and Vice Mayor Davis*

The above resolution was read by City Clerk Flores.

It was moved by Commissioner Kelley, seconded by Vice Mayor Davis to amend the agenda to include Item 14-1.

Mayor Pigatt asked what was the emergency need to place the add on item to the agenda at this time.

Commissioner Kelley said he knows the house and the senate are in session and he believes now is the time to place the item on the agenda regarding where the City stands.

There being no further discussion, the motion to amend the agenda to include Item 14-1 passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

7. APPROVAL OF AGENDA:

It was moved by Commissioner Kelley, seconded by Commissioner Burke to approve the agenda, consent agenda and pull list.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

8. APPROVAL OF MINUTES:

Regular Commission Meeting Minutes – February 26, 2020

It was moved by Vice Mayor Davis, seconded by Commissioner Burke to approve the minutes from the Regular Commission Meeting of February 26, 2020.

There being no discussion, the motion passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

9. DISTRICT ONE/DISTRICT TWO - COUNTY COMMISSIONER REPORT:

Larry Gardner, Commissioner Barbara Jordan's Office, District I, said he didn't have anything to announce, but will take any of the commission concerns back to Commissioner Jordan.

Vice Mayor Davis thanked Commissioner Jordan for looking into the water billing issues.

Commissioner Kelley said he would like to have a parks summit in the coming months and would like for the commissioner to attend and provide input.

Mayor Pigatt thanked Commissioner Jordan for her support with the water billing, trash, roads, and the talk of taking the City's rights to rule.

10. PUBLIC PRESENTATION:

11. CITIZENS' INPUT:

Jacqueline Lloyd, P.O. Box 771376, Coral Springs, FL, said she has a property on 2015 Lincoln Avenue that she purchased in 2012. She said she received a water bill for $20,000 last month and a $2,800 flat rate this month. She said she was told she is being charged a flat rate for a five unit efficiency when she only collects $3,300 in rent. She is being charged the same amount as complex owners with twenty five units or more and that is not fair. She has spoken to everyone and she is tired of talking; she asked the commission for help.

Dorothy Johnson, 13724 NW 22nd Place, Opa-locka, FL, said she is very disturbed about the article from last week and hopes that none of it is true.

Eric Redmon, 2766 Villa Francine, Opa-locka, FL, thanked Commissioner Kelley, Commissioner Bass, Mr. Pate, Dorothy Johnson, Wilma Wilcox, and others for finally cleaning up Villa Francine. He went on to say that he is upset that there is someone that comes during citizens forum and bashes the commission or a citizen and he does not even live in the City anymore. He said the commission allows Brian Dennis to come to commission meetings and bash the City and now he has a podcast where he is bashing the City and it should not be allowed.

Yvette Smith, 2015 Lincoln Avenue, Opa-locka, FL, said the water bill they are receiving is impossible because she has been there for seventeen years and lives alone and has never seen the water bill so high. There are times when there may be only two tenants renting at the units so where is the water going.

James Davis, 2015 Lincoln Avenue, Opa-locka, FL, said he has no wife or children and lives alone and there is no pool so the water bill cannot be so high; he does not understand.

Prince Edwards, 2015 Lincoln Avenue, Opa-locka, FL, said he does not see how the water bill can be that much money when everyone lives alone. The landlord said she is going to sell the property and if she does, he will have nowhere to go because he has no family here. An explanation needs to be provided as to why the bill is so high and the City is saying it can't do anything about it. He does not think that this is fair.

Lamar Jackson, Jr., 650 Dunad Avenue, Opa-locka, FL, said he sees the mayor on a video everyday saying that the City is going to be taken. He asked him to provide the status on where the City stands.

Commissioner Kelley asked the manager if this is a zoning issue and that is why she is being asked to pay the flat rate.

City Manager pate said this is his first time hearing about this and will need to get with the county to see where they stand with it.

Commissioner Burke said he and the assistant city manager sat with Ms. Lloyd earlier that day and the assistant is now looking into the matter.

Mayor Pigatt said the county has stepped in to handle the water billing and that includes the changing of old water meters. He asked the legislative aide to follow up with this case and provide the commission with the outcome. The house and senate bills are essentially dead at the moment and the City will keep moving forward in a positive direction. He asked the residents for patience and understanding and encouraged them to get the word out about the achievements that are taking place in the City. He also asked that information is provided to the public regarding the decorum when addressing the commission so they can be informed.

12. ACTION ITEMS:

13. CONSENT AGENDA:

13-1. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING THE FLEET MANAGEMENT MASTER EQUITY LEASE AGREEMENT WITH ENTERPRISE FM TRUST, A DELAWARE STATUTORY TRUST, AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT PURSUANT TO EMERGENCY RESOLUTION NO. 20-9736 PASSED BY THE CITY COMMISSION ON FEBRUARY 26, 2020, AND AUTHORIZING THE LEASE OF UP TO TEN (10) POLICE VEHICLES PURSUANT TO THE OPEN-END (EQUITY) LEASE RATE QUOTE FOR A TOTAL MONTHLY RENTAL AMOUNT OF SIX HUNDRED SEVENTY FOUR DOLLARS AND THIRTY TWO CENTS ($674.32) PER VEHICLE; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

13-2. A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING A MAINTENANCE AGREEMENT FOR NEWLY LEASED VEHICLES AND A MAINTENANCE MANAGEMENT AND FLEET RENTAL AGREEMENT FOR CURRENT FLEET VEHICLES WITH ENTERPRISE FLEET MANAGEMENT, INC., A MISSOURI CORPORATION, AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENTS PURSUANT TO EMERGENCY RESOLUTION NO. 20-9736 PASSED BY THE COMMISSION ON FEBRUARY 26, 2020; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above resolutions were read by Attorney Norris-Weeks.

It was moved by Commissioner Burke, seconded by Vice Mayor Davis to pass the resolutions.

The motion on the resolutions passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

14. NEW ITEMS:

15. PLANNING & ZONING:

A. PUBLIC HEARINGS:

B. APPEALS:

16. ORDINANCES/RESOLUTIONS/PUBLIC HEARING:

A. FIRST READING ORDINANCE(S):

1. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A" ; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES ; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above ordinance was read by Attorney Norris-Weeks.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Commissioner Burke, seconded by Vice Mayor Davis for discussion.

Commissioner Kelley thanked the budget director for meeting with him earlier in the day to discuss the budget so he has better understanding.

Mayor Pigatt thanked the manager and the current budget administrator for providing a format that lays out the specifics of the budget. He asked for an expense report year to date so they can see where the City is with the finances.

There being no further discussion, the motion on the ordinance passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

2. AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE IV, DIVISION I, ENTITLED "PURCHASING" OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES, SPECIFICALLY AMENDING SECTION 2-315 TO DELETE THE DEFINITION OF COMMODITY; TRANSFER CERTAIN LANGUAGE PERTAINING TO EXCLUSIONS FOR CONTRACTUAL SERVICE TO SECTION 2-318 OF THE CITY'S OF CODE OF ORDINANCES; PROVIDING FOR A DEFINITION OF "SUPPLIES" AND REPLACING THE WORD "COMMODITIES" WITH THE WORD "SUPPLIES" IN SECTION 2-315; PROVIDING FOR DEFINITION OF REQUEST FOR LETTERS OF INTEREST (RLI); PROVIDING FOR A DEFINTION FOR REQUEST OR QUALIFICATIONS; AMENDING SECTION 2-316 TO CLARIFY THE AUTHOIRTY OF THE CITY MANAGER RELATING TO PURCHASES OF SUPPLIES AND CONTRACTUAL SERVICES; AMENDING, REPLACING AND RENUMBERING ALL SECTIONS 2-317, 2-318, 2-319, 2-320, AND 2-323 OF THE CITY'S CODE OF ORDINANCES; RENUMBERING ALL OTHER SECTIONS AS APPROPRIATE; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by City Manager*

The above ordinance was read by Attorney Norris-Weeks.

Mayor Pigatt opened the floor for a public hearing. There being no persons to speak on the public hearing, the public hearing was closed.

It was moved by Vice Mayor Davis, seconded by Commissioner Burke for discussion.

Vice Mayor Davis gave Kudos to management for bringing the ordinances as it will fulfill 12 of the Auditor General's "99 Findings".

Commissioner Kelley asked if there was anything that should arise from passing this item.

City Manager Pate said this item puts the City in line with other Cities that have been using this practice for years.

Mayor Pigatt asked the manager to explain how the selection committee is chosen for the RFP's.

City Manager Pate said his office chooses employees from different departments with different levels of expertise and skills to participate in the selection process.

There being no further discussion, the motion on the ordinance passed by a 4-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Not Present
Mayor Pigatt	Yes

B. SECOND READING ORDINANCE(S)/PUBLIC HEARING:

C. RESOLUTIONS/PUBLIC HEARINGS:

17. CITY MANAGER'S REPORT:

City Manager Pate said he has attended multiple meetings since last week with the county regarding the water billing process. A workshop is forthcoming for residents to attend and receive information on the process. All mayors and managers in the county attended a meeting to address the Coronavirus (COVID-19) and it was informative. They were directed to pay special attention to the senior communities as they are affected by the virus more than any other age groups. He is looking into getting supplies, but everything is on back order at the moment. They are taking steps to ensure the police are practicing safe hygiene while on the road and also getting the word out about the virus through all of the City's media outlets. He attended the last Meet Me Monday and it was very productive, the residents were engaged and concerns were noted and will be addressed.

Commissioner Kelley thanked the manager for attending Meet me Monday. He reiterated his desire to have a parks summit in the near future and requested that the seniors are included in the discussion.

City Manager Pate said he needs direction from the commission on what the Cultural Arts Center building will be utilized for once the renovations are complete.

Commissioner Kelley said that should be discussed during the strategic planning session and the commission can come up with ideas of services that will be provided to the residents in the area.

Commissioner Burke thanked the manager for attending Meet Me Monday and giving the residents reassurance on where the City is and plans for the future. He asked for an update on when Opa-TV is going to be back up and running so the citizens don't have to get all of their information from social media.

Information Technology Director Nelson Rodriguez said the main reason the channel no longer exists is because the City no longer has a franchise agreement. They have included it in the budget agreement at a cost of seven hundred and sixty dollars per month, but they will need to sit down and discuss the cost of the service against the number of customers in the City. He informed the commission that only Comcast Cable TV users will have access to the channel and not any other providers.

City Manager Pate said they also are looking in to setting up a YouTube Channel to also add to all of the avenues the City is utilizing to get the information out to the public.

Mr. Rodriguez informed the commission that tonight's meeting is the first live stream on the City's YouTube Channel.

Mayor Pigatt asked why are there two Easter Egg Hunt events being held days apart and why didn't the sponsors just collaborate. He also asked why both have mayor and commission on the flyer.

City Manager Pate said he was aware of the event that was being put on by the Parks Department and was not aware of Commissioner Kelley's event.

Commissioner Kelley said when he inquired to parks about the Easter Egg Hunt he was told that Sherbondy Park was already having one on the west side of the City being that Ingram Park was closed. He said while making sure there was no conflict with the parks event, he wanted to have something for the youth on the east side of the City so those children can participate. He said the City has laws stating that the mayor and commission title has to go on the advertising for all City sponsored events.

Mayor Pigatt asked how events are held and how are there only certain commissioners who participate.

Commissioner Kelley said without going into detail, when he hosts events, he reaches out and informs commissioners and sometimes they decline to participate for one reason or another. Everything he does is always communicated to the manager and any commissioner has the opportunity to co-host at any time.

18. OFFICIAL BOARD REPORTS:

19. MAYOR/COMMISSION REPORT:

Commissioner Kelley said Farm Share was held last Monday and the turnout was not as it usually is because of the lack of signs that used to inform the residents when it was held in the past; something needs to be done to get the word out. He thanked all of the residents who

attended Meet Me Monday and was pleased The Miami Herald reached out and attended the meeting with nothing but good things to report.

Commissioner Burke thanked Commissioner Kelley for thinking about the youth on the east side of the City who do not have the means to travel to Sherbondy Park to participate. He said he is there for Commissioner Kelley whenever he needs help with community outreach events. He said he is surprised everybody didn't thank the commissioner for taking the initiative to reach out to the residents and doing a great job on their behalf.

Mayor Pigatt thanked the residents who attended the commission meeting and encouraged them to continue to come out and be a part of the discussion. The City is in the process of completing the financial audit by March 31, 2020; working on the Five Year Recovery Plan; bringing in the county to address the water billing; working on the drainage and pump station issues with DERM; and continuing to pave decaying roads and streets, among others. He said one of the "99 Findings" addressed events and the financial impact on the City and that is why he is asking questions. He said since he has been mayor, he has not had the opportunity to host anything and he hopes in the future they can move forward as a unit.

20. OFFICIAL BOARD APPOINTMENTS:

21. ADJOURNMENT:

There being no further business to come before the commission, it was moved by Vice Mayor Davis, seconded by Commissioner Burke to adjourn the meeting at 8:32 p.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

CITY OF OPA-LOCKA
"The Great City"

CLERK'S ACTION SUMMARY MINUTES
SPECIAL EMERGENCY COMMISSION MEETING
Friday, March 13, 2020
11:00 A.M.
Sherbondy Village Auditorium
215 Perviz Avenue
Opa-locka, FL 33054

1. CALL TO ORDER:

Mayor Matthew Pigatt called the meeting to order at 11:00 a.m. on Friday, March 13, 2020 in the Sherbondy Village Auditorium, 215 Perviz Avenue, Opa-locka, Florida.

2. ROLL CALL:

The following members of the City Commission were present: Mayor Matthew Pigatt, Vice Mayor Chris Davis, Commissioner Sherelean Bass, Commissioner Alvin Burke, and Commissioner Joseph L. Kelley. Also in attendance were: City Manager John E. Pate, City Attorney Burnadette Norris-Weeks, and City Clerk Joanna Flores.

3. INVOCATION:

The invocation was delivered by Commissioner Sherelean Bass.

4. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited in unison.

5. PUBLIC INPUT:
Agenda Items Only

6. RESOLUTIONS:

a) **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, RATIFYING THE "DECLARATION OF A LOCAL STATE OF EMERGENCY" IMPOSED BY THE CITY MANAGER ON MARCH 13, 2020 DUE TO NOVEL CORONAVIRUS DISEASE 2019 (COVID-19); PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.** *Sponsored by City Manager*

The above resolution was read by Attorney Norris-Weeks.

It was moved by Commissioner Burke, seconded by Vice Mayor Davis for discussion.

Mayor Pigatt asked the manager what actions were being taken as a City and what powers does it give to the manager's office and the government at this moment.

City Manager Pate said the City is in a state of emergency due to the Coronavirus (COVID-19) and all events and services are cancelled until further notice. This is subject to change based on Miami-Dade County direction.

There being no discussion, the motion on the resolution passed by a 5-0 vote.

Commissioner Burke	Yes
Vice Mayor Davis	Yes
Commissioner Kelley	Yes
Commissioner Bass	Yes
Mayor Pigatt	Yes

Mayor Pigatt informed the residents that updates are forth coming.

6. ADJOURNMENT:

There being no further business to come before the Commission, it was moved by Commissioner Kelley, seconded by Commissioner Burke to adjourn the meeting at 11:07 a.m.

_____
MAYOR

ATTEST:

_____
CITY CLERK

Sponsored by: City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH KELLY JANITORIAL SERVICES, INC. FOR JANITORIAL MAINTENANCE SERVICES AT THE CITY OF OPA-LOCKA'S MUNICIPAL COMPLEX PURSUANT TO REQUEST FOR PROPOSAL (RFP) NO. 20-0225100; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Request for Proposal (RFP) 20-0225100, attached hereto as Exhibit "A", was published on January 26, 2020 for janitorial maintenance services; and

WHEREAS, thirteen (13) sealed proposals were received by the City Clerk's Office and certified by the City Clerk on February 25, 2020; and

WHEREAS, the City Manager's Office assembled an Evaluation Committee ("Committee") to review, evaluate, score and rank the proposals submitted; and

WHEREAS, upon review of all proposals submitted, the Committee recommended Kelly Janitorial Systems, Inc. as the lowest responsive responsible bidder as reflected into the City Manager memorandum attached hereto as Exhibit "B"; and

WHEREAS, the City has determined that the selection of Kelly Janitorial Systems, Inc. for janitorial maintenance services is in the best interest of the City and its residents.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. Adoption of Representations. The above recitals are true and correct and are incorporated into this Resolution by reference.

Section 2. Authorizing City Manager to Enter Agreement for Janitorial Maintenance Services of the Municipal Complex. The City Commission of the City of

Opa-locka hereby authorizes the City to enter an agreement with Kelly Janitorial Services, Inc. for janitorial services pursuant to Request for Proposal (RFP) 20-0225100, attached hereto as Exhibit "A".

Section 3. Effective Date.
This Resolution shall take effect immediately upon adoption by the City Commission of the City of Opa-locka.

PASSED and **ADOPTED** this ____ day of _____ 2020.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	_____ (Yes)	_____ (No)
Commissioner Burke	_____ (Yes)	_____ (No)
Commissioner Kelley	_____ (Yes)	_____ (No)
Vice-Mayor Davis	_____ (Yes)	_____ (No)
Mayor Pigatt	_____ (Yes)	_____ (No)

EXHIBIT "A
REQUEST FOR PROPOSAL (RFP)
Janitorial Maintenance Services

EXHIBIT "B"

CITY MANAGER RFP NO. 20-0225100 EVALUATION COMMITTEE RESULTS MEMORANDUM

RECEIVED
CITY OF OPA-LOCKA
OFFICE OF THE CITY CLERK
2020 MAR -9 AM 9:07

City of Opa-Locka
Agenda Cover Memo

Department Director:				**Department Director Signature:**				
City Manager:	John E. Pate			**CM Signature:**				
Commission Meeting Date:	*03.25.2020*		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
				X				
Fiscal Impact: *(Enter X in box)*	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	x		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
						x		**x**
Funding Source: *Account#* **: 62-519340**	*(Enter Fund & Dept)* Ex: Town Center Other Contracted Services		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
							x	
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
	x							
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:**		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)*			
		X	**Enhance Organizational** ☐ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ■ **Communcation** ☐					
Sponsor Name	City Manager		**Department:**		City Manager			

Short Title:

A resolution authorizing the City Manager to enter into an agreement with Kelly Janitorial Systems for Janitorial Maintenance Services at the Municipal Complex.

Staff Summary:

Request for Proposal (RFP) 20-0225100 was published on January 26, 2020 for Janitorial Maintenance Services. Thirteen (13) sealed proposals were received by the City Clerk's Office and certified by the City Clerk on February 25, 2020.

The Evaluation Committee reviewed the proposals and subsequently selected Kelly Janitorial Systems as the lowest responsive responsible bidder.

Proposed Action:

Staff recommends the approval based on the Selection Committee review, scoring and ranking.

Attachment:

2020 MAR -9 AM 9:07

RFP No. 20-0225100
Advertisements
Bid Certification
Committee Evaluation Forms
Bid Proposals

Office of the City Manager
780 Fisherman Street, 4th Floor
Opa-locka, FL 33054

John E. Pate, MS, CM
City Manager

Telephone (786) 338-6598
Email: jpate@opalockafl.gov

To: **Mayor Matthew Pigatt**
Vice Mayor Chris Davis
Commissioner Sherelean Bass
Commissioner Alvin Burke
Commissioner Joseph L. Kelley

From: **John E. Pate, City Manager**

Date: **March 2, 2020**

Re: **Resolution: Committee Selection for Janitorial Maintenance Services**

Request: **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ACCEPTING THE PROPOSAL OF KELLY JANITORIAL SYSTEMS FOR JANITORIAL MAINTENANCE SERVICES AT THE MUNICIPAL COMPLEX PURSUANT TO RFP NO. 20-0225100; FURTHER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE LOWEST RESPONSIVE RESPONSIBLE BIDDER; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

Description: Janitorial Maintenance Services for the property located at 780 Fisherman Street, Opa-locka, FL 33054.

Analysis: Bid proposals were received by the Office of the City Clerk on February 25, 2020 at 1:11 p.m. The City Clerk's Office opened sealed proposals and certified the bids under the provisions of Sec. 2-320.1 of the City's Code of Ordinance. The following thirteen (13) companies submitted proposals:

Abdiel Construction Cleaners of South FL, Inc.	Kelly Janitorial Systems
A-1 Extreme Cleaning, LLC	EPMG, LLC
J-MAC Cleaning Services, Inc.	Optell Solutions Group, Inc.
BACM Solutions Services	AAA Facility Solutions
P.C.S. Professional Cleaning Services, Corp.	High Sources, Inc.
Amer-Plus Janitorial & Maintenance, LLC.	United States Service Industries, Inc. (USSI)
G & D Construction & Janitorial Services Corp	

The evaluation committee met on March 2, 2020 to review proposals. Members of the evaluation committee included:

Carlos Gonzalez, CIP Project Manager
Gerald Lee, Community Development Planner
King Leonard, Building Maintenance Superintendent
Rich Oddman, Sr. Accountant
Nelson Rodriguez, IT Director

Each committee member's review evaluation and scoring of proposals were based on the following criterion and weight system:

Criterion	Weight
Experience and Qualification	25%
Price Proposal	35%
Resources and Approach	30%
References	10%

Below you will find the selection committee evaluations that include scoring of the thirteen (13) proposals submitted / received. The proposals are listed in order from highest to lowest in ranking:

Kelley Janitorial Systems

Name	Rating
Carlos Gonzalez	4.45
Gerald Lee	3.75
King Leonard	4.25
Rich Oddman	4.70
Nelson Rodriguez	5.00
TOTAL	4.43

P.C.S. Professional

Name	Rating
Carlos Gonzalez	4.10
Gerald Lee	2.35
King Leonard	3.20
Rich Oddman	4.10
Nelson Rodriguez	4.65
TOTAL	3.68

A-1 Extreme Cleaning, LLC

Name	Rating
Carlos Gonzalez	3.70
Gerald Lee	2.65
King Leonard	3.70
Rich Oddman	4.15
Nelson Rodriguez	3.35
TOTAL	3.51

AAA Facility Solutions

Name	Rating
Carlos Gonzalez	3.55
Gerald Lee	2.20
King Leonard	3.70
Rich Oddman	3.80
Nelson Rodriguez	3.80
TOTAL	3.41

Abdiel Construction

Name	Rating
Carlos Gonzalez	3.85
Gerald Lee	3.65
King Leonard	3.35
Rich Oddman	3.15
Nelson Rodriguez	2.65
TOTAL	3.33

Optell Solutions Group, Inc.

Name	Rating
Carlos Gonzalez	3.85
Gerald Lee	3.25
King Leonard	2.80
Rich Oddman	3.30
Nelson Rodriguez	3.20
TOTAL	3.28

United States Service Industries

Name	Rating
Carlos Gonzalez	4.55
Gerald Lee	2.30
King Leonard	2.40
Rich Oddman	2.65
Nelson Rodriguez	3.95
TOTAL	3.17

High Sources, Inc.

Name	Rating
Carlos Gonzalez	3.55
Gerald Lee	2.35
King Leonard	2.40
Rich Oddman	3.15
Nelson Rodriguez	2.95
TOTAL	2.88

Amer-Plus Janitorial & Mainten.

Name	Rating
Carlos Gonzalez	3.45
Gerald Lee	2.30
King Leonard	2.95
Rich Oddman	3.10
Nelson Rodriguez	2.60
TOTAL	2.88

BACM Solutions Services

Name	Rating
Carlos Gonzalez	3.30
Gerald Lee	1.75
King Leonard	2.85
Rich Oddman	3.05
Nelson Rodriguez	2.05
TOTAL	2.60

J-MAC Cleaning Services, Inc.

Name	Rating
Carlos Gonzalez	3.20
Gerald Lee	2.00
King Leonard	2.70
Rich Oddman	2.55
Nelson Rodriguez	1.40
TOTAL	2.37

EPMG, LLC

Name	Rating
Carlos Gonzalez	2.75
Gerald Lee	1.90
King Leonard	2.95
Rich Oddman	1.95
Nelson Rodriguez	1.40
TOTAL	2.19

G & D Construction & Janitorial

Name	Rating
Carlos Gonzalez	3.35
Gerald Lee	0.70
King Leonard	2.05
Rich Oddman	0.70
Nelson Rodriguez	0.35
TOTAL	1.43

Recommendation(s):
Staff recommends approval based upon the committee's review, evaluation, scoring and ranking of the proposals submitted. Therefore, it is the recommendation of the Selection Committee that the City negotiates and enters into an agreement with Kelly Janitorial Systems.

Attachments:

Request for Proposal (RFP) #20-0225100
Advertisements
Bid Certification
Committee Evaluation Forms
Bid Proposals

RFP No. 20-0225100

City of Opa-locka

RFP NO: 20-0225100

REQUEST FOR PROPOSAL (RFP)

JANITORIAL MAINTENANCE SERVICES

CITY OF OPA LOCKA 780 FISHERMAN STREET OPA-LOCKA, FLORIDA 33054

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 20-0225100

Janitorial Maintenance Services

Sealed Proposals for Janitorial Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, February 25, 2020 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Janitorial Maintenance Services**.

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 20-0225100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 20-0225100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **February 5, 2020 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

1.1 Introduction

The City of Opa-locka is requesting cost proposals for Janitorial Services For 780 Fisherman Street on a daily basis, Monday through Friday, in the afternoon.

The Opa-locka Municipal Complex, 780 Fisherman Street

- **1st Floor Common Areas – Entryway, Hallways, Restrooms**
- **1st Floor Utility Billing Department – Entire Office Area**
- **1st Floor MDC Utility Billing Department – Entire Office Area**
- **1st Floor Information Technology Department – Entire Office Area**
- **1st Floor Career Source – Entire Office Area**
- **2nd Floor Common Areas – Entryway, Restrooms**
- **3rd Floor Common Areas – Entryway, Hallways, Restrooms**
- **3rd Floor Police Department – All Individual Offices**
- **4th Floor Common Areas – Entryway, Restrooms**
- **4th Floor – All Individual Offices**

1.2. DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1.3. PROPOSAL SUBMISSION AND WITHDRAWAL

The City must receive all proposals in a sealed envelope by 1:00 p.m. on February 25, 2020. The proposals shall be submitted at the following address:

CITY OF OPA-LOCKA

Office of the City Clerk

780 Fisherman Street, 4th Floor

Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows:
RFP NO: 20-0225100 Janitorial Maintenance Services.

The package shall also include the Proposer's return address. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1.4. INQUIRIES

The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. Proposers may e-mail their requests to the attention of the City Clerk at jflores@Opalockafl.gov. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1.5. ADDENDUM

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication prior to the opening of the proposals.

1.6. CONTRACT AWARDS

The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified,

approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1.7. CONTRACTUAL AGREEMENT

This RFP and Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1.8. SELECTION PROCESS

The proposals will be evaluated and assigned points. The company with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1.9. PUBLIC RECORDS

Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1.10 LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.11. **PUBLIC ENTITY CRIMES**

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1.12. **CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.13. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1.14. **CONE OF SILENCE**

"Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or bid.

Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Opa-locka Ordinance (Ord. No. 16-08, § 2). From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly notices public meeting, or communications in writing at any time with any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address as listed in Section 1.3 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1.15. **PERMITS AND TAXES**

The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.16. **PROTESTS**

Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1.17. **INSURANCE**

The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein as set forth below. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City must be listed as an additional insured (this may be specifically limited to the specific job(s) the vendor will be performing);

5. Minimum 30-day written notice of cancellation.

1.18. **LICENSES**

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP NO: 20-0225100 submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.19. **INDEMNIFICATION**

The work performed by the vendor shall be at the risk of the vendor exclusively. To the fullest extent permitted by law, the vendor shall indemnify, defend (at the vendor's sole expense) and hold harmless the owner, joint ventures, representatives, members, designees, officers, directors, employees, agents, successors and assigns ("indemnified parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs) ("claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this agreement by the vendor or its agents. These indemnity and defense obligations shall apply to any acts or missions, negligent or willful misconduct of the supplier, its employees, or agents, whether active or passive. The vendor shall not be obligated to indemnify or defend the owner for claims found to be due to the sole negligence or willful misconduct of the indemnified parties. The vendor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter which are indemnified hereunder are fully and finally barred by applicable laws.

1.20. **RISK OF LOSS, DESTRUCTION, OR DAMAGE**

The City will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the City.

1.21. **NON-COLLUSION AFFIDAVIT**

The vendor, in accordance with Miami-Dade County requirements, must sign an affidavit of non-collusion which has been attached hereto. This document must be signed and returned with the bid response.

1.22. **TERMINATION FOR CONVENIENCE**

A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1.23. **PROPOSAL SCHEDULE**

The following Schedule of Key Events and Dates represents the City's best estimate of the schedule that shall be followed.

The City reserve the right, at its sole discretion, to adjust this schedule as it deems necessary. The City will make a good faith effort to notify potential vendors of adjustments to the Schedule; however, ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

KEY DATES

Event	Date	Time
RFP Release date	Sunday, January 26, 2020	
Mandatory Pre-Bid Meeting	Wednesday, February 5, 2020	10:00 a.m.
Last Date for Receipt of Written Questions	Monday, February 17, 2020	5:00 p.m.
Deadline for Proposal Submission	Tuesday, February 25, 2020	1:00 p.m.
Evaluation Committee Meeting	To Be Determined	TBD

Address for RFP Package Delivery

Proposals must be received by the office of:

Office of the City Clerk

780 Fisherman Street 4th

Opa-locka, Florida 33054

1.24. **LATE PROPOSALS**

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Firms submitting proposals are fully responsible for their delivery. Reliance upon mail or mail carriers is at the firm's risk.

1.25. **ADDENDUM**

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at www.Opalockafl.gov (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City

Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

1.26. OPENING OF PROPOSALS

The City intends to open Proposals in public.

1.27. CITY RIGHTS

CITY reserves the right to reject any or all proposals and to waive any informality in proposals received. CITY also reserves the right to reject proposals from companies who have previously failed to perform properly or complete on time contracts for CITY, or a proposal where investigation shows that the proposing company is not in a position to successfully perform the contract, in the judgment of CITY.

CITY reserves the right to reject a proposal, regardless of price and conditions, where the proposed terms and/or conditions are deemed unacceptable to CITY. This Request for Proposals does not commit CITY to award a contract, to pay for any costs incurred in preparation of a proposal, nor contract for services.

1.28. PROPOSAL SUBMISSION FORM AND CONTENTS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

1.29. QUALIFICATIONS

Contractors shall be in the business of janitorial maintenance services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services is awarded a Contract. Contractor must demonstrate that they are the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one public entity similar in size and complexity to the City of Opa-locka or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Contractor shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive is required that all Bidders enclose with their sealed bids the following information:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for Janitorial Services now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.

Those parties deemed to be qualified to service this contract shall be judged on their past performance and present ability to provide all labor, materials, and equipment to successfully fulfill the provisions of this contract.

1.30. **COMPANY QUALIFICATIONS**

- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in Janitorial and Maintenance services for public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits.

1.31. **PERSONNEL MANAGEMENT REQUIREMENTS:**

- Managers must have excellent communication skills and be capable of directing all regular janitorial maintenance services and coordinating these with the designated City of Opa-locka staff.
- Managers shall constantly use their experience and training to prevent, detect and control adverse conditions by physically inspecting the locations and properly guiding janitorial services.
- Managers shall have internet access to provide correspondence via E-mail to City designated staff.

1.32. **TECHNICAL SERVICES:**

- To provide an adequate number of personnel specifically trained and experienced in Janitorial Services.

1.33. **SCOPE OF WORK:**

DAILY

- Empty all trash receptacles, replace liners, and remove trash to a collection point.
- Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed.
- Toiles and urinals to be cleaned and sanitized inside and outside.
- Toilet seats wiped clean on both sides.
- Report any restroom repairs needed to the Building Manager.
- Pour fresh water down floor drains to refresh water in sewer lines.
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum walk off mats and traffic lanes.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe light switches and doors.
- Clean drinking fountains

MONTHLY

- Spot treat soiled carpet areas.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Thoroughly wash windows (interior and exterior on all floors) and partition glass on both sides.
- Dust window blinds.

QUARTERLY

- Machine strip all tile floors

The Vendor will be responsible for supplying all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper.

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

1.34. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Janitorial Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.35. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

Proposals will be evaluated and negotiated in accordance with the evaluation criteria described herein. Subject to CITY's right to reject any or all proposals, the Proposer whose proposal is found, in CITY's sole discretion, to be most advantageous to the CITY will be selected. The City will select the proposal that offers the best service plan and terms for CITY. Therefore, contractors are encouraged to submit proposals that provide their best possible service and compensation guarantee to the City. Award of the Contract is not valid until authorized by the CITY Board of Commissioners.

CITY will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the City as outlined in this RFP. CITY's evaluation team will review the technical proposals individually and meet as a group. The evaluation team meeting will be open to the public.

1.36 **EVALUATION CRITERIA**

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing janitorial services 2. Qualifications and experience of assigned staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
Price Proposal 1. Cost of proposed services 2. Value of added services	35
Resources and approach 1. Adequate resources (financial, equipment, facilities) 2. Capability to undertake the required performance period 3. Proposed plan and approach to fulfilling scope	30
References Containing at least three agencies.	10
TOTAL	100

1.37. **LITIGATION**

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

1.38. GENERAL CONDITIONS

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida: _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida:
   _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $_____

SUBMITTED THIS _____ DAY OF _____ 2019.

BID SUBMITTED BY:

_____	_____
Company	Telephone Number
_____	_____
Name of Person Authorized to Submit Bid	Fax Number
_____	_____
Signature	Email Address
_____	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature _____

Printed Name _____

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by_____ the
(Name)
_____ of _____
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

_____ _____
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the _____

(Owner, Partner, Officer, Representative or Agent) of

_____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____ By: _____
Witness Signature

_____ _____
Witness Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

____day of_____, 20___

_____

Notary Public, State of Florida

_____

(Printed Name)

My commission expires:_____

ADVERTISEMENTS

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS

RFP NO: 20-0225100

Janitorial Maintenance Services

Sealed Proposals for Janitorial Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, February 25, 2020 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Janitorial Maintenance Services**.

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 20-0225100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 20-0225100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A **Mandatory pre-bid** meeting will be held on **Wednesday, February 5, 2020 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Opa-locka, FL 33054.

Joanna Flores, CMC
City Clerk

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HAND CRAFTED RUGS AND MACHINE REPRODUCTIONS.
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ALL IN ONE FABULOUS EVENT!
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EXCLUDES PRIOR SALES. "ORIGINAL" & "REGULAR" PRICES ARE OFFERING PRICES THAT MAY NOT HAVE RESULTED IN SALES, AND INTERMEDIATE MARKDOWNS MAY HAVE BEE N TAKEN. ACTUAL SAVINGS MAY EXCEED STATED PERCENTAGE OFF. OFFERS VALID AT THIS LOCATION ONLY. AS OF 1/13/2020 ALL SALES ARE FINAL, NO RETURNS, NO ADJUSTMENTS. FOR MERCHANDISE SOLD PRIOR TO 1/13/2020, RETURNS WILL BE ACCEPTED WITH PROOF OF PURCHASE THROUGH 2/12/2020. DUE TO THE NATURE OF THIS SALE, WE CAN NO LONGER HONOR COUPONS, MALL CERTIFICATES OR ADVERTISED PRICES OFFERED AT OTHER BLOOMINGDALE'S STORES OR BLOOMINGDALES.COM. RUGS AND FURS ARE LEASED DEPARTMENTS AND DISCOUNTS MAY VARY FROM STOREWIDE DISCOUNTS. SELECT VENDORS, COSMETICS AND FRAGRANCES ARE EXCLUDED FROM SALE PRICES.

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS

RFP NO: 20-0225100

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Joanna Flores, CMC
City Clerk

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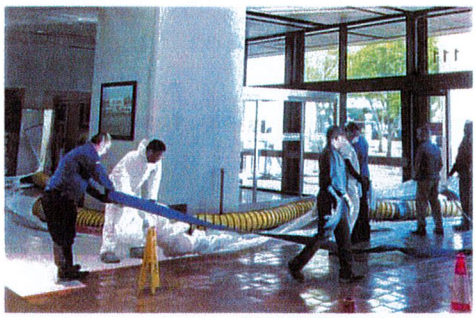
STEPHEN P. CLARK GOVERNMENT CENTER

Sewage pipe burst shuts down Miami-Dade County's headquarters

BY BAILEY LEFEVER
blefever@miamiherald.com



BAILEY LEFEVER blefever@miamiherald.com

Workers clean up the Stephen P. Clark Government Center after a sewer pipe burst Tuesday.

The third floor bathroom had flooded, and the stench of feces floated down the halls of the Stephen P. Clark Government Center downtown.

It took an army of workers in hazmat suits to drain the county's headquarters after a sewage pipe burst Tuesday morning.

The mayor's office sent home nonessential staff at noon, said Tara Smith, director of Internal Services, as she surveyed the halls in her blue rain boots. Workers described a revolting scene near the spill and in offices below, with raw sewage spilling out from the bathroom and beyond.

"It came through the ceiling into some offices. It was pretty bad," said Audrey Edmonson, chairwoman of the County Commission. "Some people, if they touched something, they were sent home to take a shower for sanitary reasons."

The Clark Center reopened for normal operations on Wednesday. Edmonson said the county would provide portable facilities for county staff and members of the public to use. "This is an old building," she said of the Clark Center, which opened in 1985. "These things happen."

"We've had problems with the toilet for a long time," Smith said. " And today the toilet backed up just like it would in your house."

The building is so old, Smith said, when workers began fixing the line they found that tree roots had grown inside its water lines. One worker started pulling out muck and roots to clear it.

"I've never seen anything like it," she exclaimed. "Buckets and buckets of muck and roots."

The entire line will have to be replaced. Luckily, Smith said, the fixes will be paid for out of the $853 million that's set aside for the county's troubled water and sewer system. Smith said she wasn't sure how long it would take to repair the whole system.

"If we didn't have this funding source, we'd be patching," she said.

In fact nearly 70% of the 41 buildings under Smith's management are 40 years old. Many of these buildings probably have similar issues, she said.

Those employees left were told to use the bathroom downstairs because it's on another sewage line, Smith said. The sewage from the upper restrooms would leak out of the broken pipe and further clog the system.

Some people went home because there were really long lines, said Andrea Rosaria, of the property appraiser's office. Rosaria herself hurried out of the building at 4:30 p.m.

The smell has been "pretty bad all day," she explained. She held her nose until the door finally slammed.

Miami Herald staff writer Douglas Hanks contributed to this story.

CITY OF OPA-LOCKA
REQUEST FOR PROPOSALS
RFP NO: 20-0225100

Janitorial Maintenance Services

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Joanna Flores, CMC
City Clerk

PUBLIC HEARING

ZONING HEARING
BOARD OF COUNTY COMMISSIONERS
THURSDAY, FEBRUARY 20, 2020 – 9:30 A.M.
COMMISSION CHAMBERS – 2ND FLOOR
STEPHEN P. CLARK CENTER
111 NW 1 STREET, MIAMI, FLORIDA

THE LIST BELOW CONTAINS ZONING ITEM(S) WHICH MAY BE OF INTEREST TO YOUR IMMEDIATE NEIGHBORHOOD.

1. **NORTHEASTERN GOLF, LLC. AND FORT DALLAS GOLF CLUB, LTD.** — **Z2017000338**

   Location: 9400 SW 130 Avenue, Miami-Dade County, Florida.
   Size of property: 168.129 Acres

   The applicants are requesting a partial release of a Covenant in order to release a restriction limiting the use of the property to a golf course, country club and ancillary uses, only as it applies to the subject property.

All persons are entitled to attend and to speak at zoning hearings. However, the courts have ruled that it is improper to contact a Board member individually, either orally or in writing, about zoning applications.

Those items not heard prior to the ending time for this meeting, will be deferred to the next available zoning hearing meeting date for this board.

Registration is available to any Homeowner's Association desiring that notice be provided to its president on zoning hearings involving its area of interest. For more information on this registration procedure, please call at the Zoning Hearing Section at (305) 375-2640.

If you are in need of a translator at the Hearing, one can be provided for you at no charge. To arrange for translating services, please call the Zoning Agenda Coordinator's Office at (305) 375-1244 at least two weeks in advance of the meeting date.

Maps and other data pertaining to these items are available for inspection at the MIAMI-DADE COUNTY DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES, (RER), 11TH FLOOR, 111 NW First Street, Miami, Florida. If further information is desired, call (305) 375-2640, or visit our WEB page to view the hearing file at: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home. Please refer to the hearing number when making an inquiry.

Miami-Dade County provides equal access and equal opportunity in employment and does not discriminate on the basis of disability in its programs or services. For material in alternate format, a sign language interpreter or other accommodations, please call the (RER) Development Services Division ADA Coordinator, at (305) 372-6779 at least five days in advance of the meeting.

* A person who decides to appeal any decision made by any board, agency or commission with respect to any matter considered at this meeting or hearing, will need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based five days in advance.

For legal ads online, go to http://legalads.miamidade.gov

CITY OF OPA-LOCKA
REQUEST FOR PROPOSALS
RFP NO: 20-0225100
Janitorial Maintenance Services

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Joanna Flores, CMC
City Clerk

User: **Lawson, Sha'mecca** Organization: **City of Opa-locka** Logout

DEMANDSTAR

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Bid Details

Bid Information

EDIT

Agency	City of Opa-locka
Bid Type	Request for Proposal
Bid Number	RFP-20-0225100-0-2020/SL
Fiscal Year	2020
Bid Writer	Sha'mecca Lawson
Bid Name	Janitorial Maintenance Services
Bid Status	Active
Bid Status Text	None
Due Date/Time	2/25/2020 1:00 PM Eastern
Broadcast Date	1/26/2020
Bid Bond	
Project Estimated Budget	
Plan (blueprint) Distribution Options	None
Distribution Method	Download and Mail
Distributed By	DemandStar
Distribution Notes	None
Scope of Work	City of Opa-locka is requesting proposals for Janitorial Services for the property located at 780 Fisherman Street, Opa-locka, FL 33054.
E-Bidding	No

Legal Ad

VIEW

Please select either the View or Edit button to manage legal ad.

Pre-Bid Conference

Mandatory Pre-Bid Meeting will be held on Wednesday, February 5, 2020 at 10:00 a.m. at 780 Fisherman Street, Opa-locka, FL 33054.

Publications

Miami Herald - Neighbors 1/26/2020

Documents

EDIT

Bid Package **Request for Proposal Janitorial Maintenance Services** (23 Pages, Complete)

Commodity Codes

014-085-00 - BAGS, BAGGING, TIES, AND EROSION SHEETING, ETC.
014-192-00 - CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS - PREPACKAGED
014-365-00 - FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
014-485-00 - JANITORIAL SUPPLIES, GENERAL LINE
014-486-00 - JANITORIAL SUPPLIES, GENERAL LINE, ENVIRONMENTALLY CERTIFIED BY AN AGENCY

ACCEPTED CERTIFICATION ENTITY
014-735-00 - RAGS, SHOP TOWELS, AND WIPING CLOTHS
022-909-61 - Maintenance and Repair, Non-Residential Building
022-909-63 - Maintenance and Repair, Commercial and Institutional Building
022-910-03 - Building Cleaning Services, Exterior
022-914-28 - Cleaning, Interior and Exterior, New Construction

Statistics

Planholders	**There are 8 planholders for this bid**
Broadcast List	**487 suppliers have been notified**
Supplemental Suppliers	**0 Supplemental Suppliers**
Filtered	No
Post-Bid Viewers	**0 viewer(s)**

<< Return

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BID CERTIFICATION

CITY OF OPA-LOCKA
CERTIFICATION

REQUEST FOR PROPOSALS
JANITORIAL MAINTENANCE SERVICES
RFP NO. 20-0225100

I, Joanna Flores, City Clerk of the City of Opa-locka, Florida, do hereby certify that according to the provisions of Sec. 2-320.1 of the City's Code of Ordinances, sealed proposal(s) were opened at the Office of the City Manager, 780 Fisherman Street, 4th Floor, Opa-locka, Florida, at 1:11 p.m. this 25th day of February, 2020.

PROPOSAL(S) RECEIVED

NAME/ADDRESS	FIXED COST BID:
Abdiel Construction Cleaners of South FL Inc. **7777 Davie Road EXT** **Suite 302-B** **Hollywood, FL 33024** **Contact: Olga Larios** **Tele: 305-763-2881** **Email: olgalarios@abdielservices.com**	**$5,550.25** **$1,804.00** (Windows) **$1,981.00** (Quarterly tile)
Kelly Janitorial Systems **4805 NW 79 AVE, Suite 5** **Doral, FL 33166** **Contact: Maria Gabriela Gabiria** **Tele: 305-456-1864** **Email: Kelly@kellyjanitorial.com**	**$56,621.16**
A-1 Extreme Cleaning, LLC **692 Orista Drive** **Davenport, FL 33897** **Contact: Tyrone Harrison** **Tele: 407-506-8835** **Email: A-1extremecleaningservices@gmail.com**	**$60,300.00**
EPMG, LLC **7070 NW 2nd Avenue** **Miami, FL 33150** **Contact: Daniel Atelus** **Tele: 305-902-9848/305-676-2350** **Email: epmg@elitepropertymg.com**	**$240,000.00**

J-MAC Cleaning Services, Inc. — $89,000.00
3201 NW 97th Street
Miami, FL 33147
Contact: Judy Shepard
Tele: 305-793-7344
Email: jmaccleaningservice@gmail.com

Optell Solutions Group, Inc. — $68,400.00
290 NW 183rd Street
Miami, FL 33169
Contact: John Gay, Jr.
Tele: 305-621-8988
Email: optellsolutions@gmail.com

BACM Solution Services — $8,000.00
35845 SW 185th Court
Homestead, FL 33034
Contact: Marcia Walkes
Tele: 954-274-0029
Email: bacmsolutions@gmail.com

AAA Facility Solutions — $61,999.00
6917 Collins Avenue, #1110
Miami Beach, FL 33141
Contact: Oscar Castro
Tele: 786-383-2174
Email: aaafacilitysolutions@gmail.com

P.C.S. Professional Cleaning Services, Corp. — $65,900.00
500 S. Sable Circle
Margate, FL 33063
Contact: Madid Pedraza
Tele: 954-549-5543
Email: www.pcscleanup.com

High Sources, Inc. — $83,244.00 (Per year)
13194 US Hwy 301 S. #153
Riverview, FL 33578
Contact: Maximo Channlatte
Tele: 888-738-2293
Email: japaretas@highsourcesinc.com

Amer-Plus Janitorial & Maintenance LLC — $98,312.00
1265 NE 203rd Street
Miami, FL 33179
Contact: Stephanie Cetoute
Tele: 305-725-2385
Email: scetoute@amerplusjmi.com

United States Service Industries, Inc. (USSI) **$214,637.41** (3 year contract)
4340 East-West HWY., Suite 204
Bethesda, MD 20814
Contact: Danna Hewick
Tele: 202-824-7412
Email: dannah@ussiclean.com

G & D Construction & Janitorial Services Corp. **$5,800.00** (Windows not included)
1909 Opa-locka Blvd
Opa-locka, FL 33054
Contact: Gary Johnson
Tele: 786-337-3344
Email: gndcleaningcorp@gmail.com

I further certify that sealed proposal(s) were submitted and properly opened in the presence of the following:

Joanna Flores, City Clerk
City of Opa-locka

Sha'mecca Lawson, Executive Assistant
City of Opa-locka

COMMITTEE EVALUATION FORMS

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

Firm Name: Abdiel Construction Cleaners of South FL, Inc.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	3	0.75	4	1.00	3	0.75	3	0.75
Price Proposal	35%	4	1.40	4	1.40	3	1.05	4	1.40	2	0.70
Resources and approach	30%	4	1.20	4	1.20	3	0.90	2	0.60	3	0.90
References	10%	5	0.50	3	0.30	4	0.40	4	0.40	3	0.30
Total	**100%**		**3.85**		**3.65**		**3.35**		**3.15**		**2.65**

Firm Name: Kelly Janitorial Systems

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	4	1.00	3	0.75	4	1.00	5	1.25	5	1.25
Price Proposal	35%	5	1.75	4	1.40	5	1.75	5	1.75	5	1.75
Resources and approach	30%	4	1.20	4	1.20	4	1.20	4	1.20	5	1.50
References	10%	5	0.50	4	0.40	3	0.30	5	0.50	5	0.50
Total	**100%**		**4.45**		**3.75**		**4.25**		**4.70**		**5.00**

Firm Name: A-1 Extreme Cleaning, LLC

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	4	1.00	2	0.50	4	1.00	4	1.00	3	0.75
Price Proposal	35%	4	1.40	3	1.05	4	1.40	5	1.75	4	1.40
Resources and approach	30%	3	0.90	3	0.90	3	0.90	3	0.90	3	0.90
References	10%	5	0.50	2	0.20	4	0.40	5	0.50	3	0.30
Total	**100%**		**3.80**		**2.65**		**3.70**		**4.15**		**3.35**

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

Firm Name: EPMG, LLC

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	2	0.50	4	1.00	3	0.75	2	0.50
Price Proposal	35%	2	0.70	2	0.70	1	0.35	0	0.00	0	0.00
Resources and approach	30%	3	0.90	2	0.60	4	1.20	3	0.90	2	0.60
References	10%	4	0.40	1	0.10	4	0.40	3	0.30	3	0.30
Total	**100%**		**2.75**		**1.90**		**2.95**		**1.95**		**1.40**

Firm Name: J-MAC Cleaning Services, Inc.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	2	0.50	3	0.75	3	0.75	2	0.50
Price Proposal	35%	3	1.05	2	0.70	1	0.35	2	0.70	0	0.00
Resources and approach	30%	3	0.90	2	0.60	4	1.20	3	0.90	2	0.60
References	10%	5	0.50	2	0.20	4	0.40	2	0.20	3	0.30
Total	**100%**		**3.20**		**2.00**		**2.70**		**2.55**		**1.40**

Firm Name: Optell Solutions Group, Inc.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	4	1.00	3	0.75	3	0.75	4	1.00
Price Proposal	35%	4	1.40	3	1.05	3	1.05	3	1.05	2	0.70
Resources and approach	30%	4	1.20	3	0.90	3	0.90	4	1.20	4	1.20
References	10%	5	0.50	3	0.30	1	0.10	3	0.30	3	0.30
Total	**100%**		**3.85**		**3.25**		**2.80**		**3.30**		**3.20**

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

Firm Name: BACM Solutions Services

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	1	0.25	4	1.00	5	1.25	3	0.75
Price Proposal	35%	3	1.05	2	0.70	1	0.35	2	0.70	0	0.00
Resources and approach	30%	4	1.20	2	0.60	4	1.20	2	0.60	3	0.90
References	10%	3	0.30	2	0.20	3	0.30	5	0.50	4	0.40
Total	**100%**		**3.30**		**1.75**		**2.85**		**3.05**		**2.05**

Firm Name: AAA Facility Solutions

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	1	0.25	4	1.00	3	0.75	3	0.75
Price Proposal	35%	4	1.40	3	1.05	4	1.40	5	1.75	5	1.75
Resources and approach	30%	3	0.90	2	0.60	3	0.90	3	0.90	3	0.90
References	10%	5	0.50	3	0.30	4	0.40	4	0.40	4	0.40
Total	**100%**		**3.55**		**2.20**		**3.70**		**3.80**		**3.80**

Firm Name: P.C.S. Professional Cleaning Services, Corp.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	4	1.00	2	0.50	2	0.50	4	1.00	4	1.00
Price Proposal	35%	4	1.40	3	1.05	4	1.40	4	1.40	5	1.75
Resources and approach	30%	4	1.20	2	0.60	3	0.90	4	1.20	5	1.50
References	10%	5	0.50	2	0.20	4	0.40	5	0.50	4	0.40
Total	**100%**		**4.10**		**2.35**		**3.20**		**4.10**		**4.65**

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

Firm Name: High Sources, Inc.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	3	0.75	3	0.75	3	0.75	5	1.25
Price Proposal	35%	4	1.40	2	0.70	1	0.35	2	0.70	0	0.00
Resources and approach	30%	3	0.90	2	0.60	3	0.90	4	1.20	4	1.20
References	10%	5	0.50	3	0.30	4	0.40	5	0.50	5	0.50
Total	**100%**		**3.55**		**2.35**		**2.40**		**3.15**		**2.95**

Firm Name: Amer-Plus Janitorial & Maintenance, LLC.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	4	1.00	2	0.50	4	1.00	4	1.00	4	1.00
Price Proposal	35%	3	1.05	2	0.70	1	0.35	2	0.70	0	0.00
Resources and approach	30%	3	0.90	3	0.90	4	1.20	3	0.90	4	1.20
References	10%	5	0.50	2	0.20	4	0.40	5	0.50	4	0.40
Total	**100%**		**3.45**		**2.30**		**2.95**		**3.10**		**2.60**

Firm Name: United States Service Industries, Inc. (USSI)

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	5	1.25	2	0.50	3	0.75	5	1.25	5	1.25
Price Proposal	35%	4	1.40	2	0.70	1	0.35	0	0.00	2	0.70
Resources and approach	30%	5	1.50	3	0.90	3	0.90	3	0.90	5	1.50
References	10%	4	0.40	2	0.20	4	0.40	5	0.50	5	0.50
Total	**100%**		**4.55**		**2.30**		**2.40**		**2.65**		**3.95**

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

Firm Name: G & D Construction & Janitorial Services Corp.

Evaluation

Criterion	Weight	Reviewer Name: Carlos Gonzalez		Gerald Lee		King Leonard		Rich Oddman		Nelson Rodriguez	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Experience and Qualification	25%	3	0.75	0	0.00	1	0.25	0	0.00	1	0.25
Price Proposal	35%	4	1.40	2	0.70	4	1.40	2	0.70	0	0.00
Resources and approach	30%	3	0.90	0	0.00	1	0.30	0	0.00	0	0.00
References	10%	3	0.30	0	0.00	1	0.10	0	0.00	1	0.10
Total	**100%**		**3.35**		**0.70**		**2.05**		**0.70**		**0.35**

EVALUATION MATRIX

RFP No. 20-0225100
Janitorial Maintenance Services

FIRM SELECTED

Reviewer:

	Abdiel Construction	Kelly Janitorial Systems	A-1 Extreme Cleaning, LLC	EPMG, LLC
Carlos Gonzalez	3.85	4.45	3.70	2.75
Gerald Lee	3.65	3.75	2.65	1.90
King Leonard	3.35	4.25	3.70	2.95
Rich Oddman	3.15	4.70	4.15	1.95
Nelson Rodriguez	2.65	5.00	3.35	1.40
AVERAGE RATING	**3.33**	**4.43**	**3.51**	**2.19**

Reviewer:

	J-MAC Cleaning Services, Inc.	Optell Solutions Group, Inc.	BACM Solutions Services	AAA Facility Solutions
Carlos Gonzalez	3.20	3.85	3.30	3.55
Gerald Lee	2.00	3.25	1.75	2.20
King Leonard	2.70	2.80	2.85	3.70
Rich Oddman	2.55	3.30	3.05	3.80
Nelson Rodriguez	1.40	3.20	2.05	3.80
AVERAGE RATING	**2.37**	**3.28**	**2.60**	**3.41**

Reviewer:

	P.C.S. Professional	High Sources, Inc.	Amer-Plus Janitorial &	United States Services
Carlos Gonzalez	4.10	3.55	3.45	4.55
Gerald Lee	2.35	2.35	2.30	2.30
King Leonard	3.20	2.40	2.95	2.40
Rich Oddman	4.10	3.15	3.10	2.65
Nelson Rodriguez	4.65	2.95	2.60	3.95
AVERAGE RATING	**3.68**	**2.88**	**2.88**	**3.17**

Reviewer:

	G & D Construction &
Carlos Gonzalez	3.35
Gerald Lee	0.70
King Leonard	2.05
Rich Oddman	0.70
Nelson Rodriguez	0.35
AVERAGE RATING	**1.43**

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

Criterion	Weight	Description
Experience and Qualifications	25%	Number of years providing janitorial services; Qualifications and experience of assigned staff; Licensing; Adherence to requirements, forms, and qualifications listed in this RFP.
Price Proposal	35%	Cost of proposed services; Value of added services.
Resources and Approach	30%	Adequate resources (financial, equipment, facilities); Capability to undertake the required performance period; Proposed plan and approach to fulfulling scope.
References	10%	Containing at least three agencies.
Total	**100%**	

Rating Scale	
0	Fails to Fit
1	Poor Fit
2	Fair Fit
3	Good Fit
4	Very Good Fit
5	Excellent Fit

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: CARLOS GONZALEZ **Date:** 3-2-20

Signature:

Firm Name: Abdiel Services

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	4
References	5

Notes:
• 5 days/wk - $5,550/mo. No price for carpet + Ext. windows. • Will furnish all supplies.

Firm Name: Kelly Janitorial Systems

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	5
Resources and Approach	4
References	5

Notes:
• 1997 • Knowledgeable Supervisor & Staff.
• LS $56,62. annual. $4,719/mo.

Firm Name: A-1 Extreme Cleaning LCC.

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	4
Resources and Approach	3
References	5

Notes:
• 4 years. • LS - $60,300 - $5025/mo.

Firm Name: EPMG, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	2
Resources and Approach	3
References	4

Notes:
• 2008 • LS. $240,000 - $20,000/mo.

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: CARLOS GONZALEZ **Date:** 3-2-20

Signature: CG/L

Firm Name: J-MAC Cleaning Services

Criterion	Rating
Experience and Qualifications	3
Price Proposal	3
Resources and Approach	3
References	5

Notes:
- 9 yrs
- LS - $89,000 - $7,417

Firm Name: OPTELL Solutions Group

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	4
References	5

Notes:
- 2015
- LS - $68,400 - $5,700/mo.

Firm Name: BACM Solution Services

Criterion	Rating
Experience and Qualifications	3
Price Proposal	3
Resources and Approach	4
References	3

Notes:
LS - $96,000, 8000/mo.

Firm Name: AAA Facility Solutions

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	3
References	5

Notes:
- 2017 - $5,121.60 LS $61,459

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: CARLOS GONZALEZ **Date:** 3-2-20

Signature: CG

Firm Name: PCS Professional Cleaning Services.

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	4
Resources and Approach	4
References	5

Notes:
10 yrs. • LS - $65,900 - $5,491

Firm Name: High Sources, Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	3
References	5

Notes:
83244
• LS ~~$67,000~~ ~~$5,583~~/mo.

Firm Name: AMER-PLUS Janitorial & Maint., LLC.

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	3
Resources and Approach	3
References	5

Notes:
• 21 yrs. LS - $98,312 $8,193/mo.

Firm Name: USSI

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	4
Resources and Approach	5
References	4

Notes:
• Very Qualified Personnel • 28 yrs.
$214,637.41/3 yrs. $71,545/yr. $5,963

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Carlos Gonzalez **Date:** 3.2.20

Signature:

Firm Name: G & D Construction Cleaning

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	3
References	3

Notes:

- 13 yrs
- $5,800/mo.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Gerald Lee **Date:** 3/2/20

Signature: [signature]

Firm Name: Abdiel Services.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	4
References	3

Notes:

Firm Name: Kelly Janitorial.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	4
References	4

Notes: Window Cleaning included in this price.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	3
Resources and Approach	3
References	2

Notes: A-1 Extreme Cleaning LLC.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	2
Resources and Approach	2
References	1

Notes: EPMG, LLC

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: George Lee **Date:** 3/2/20

Signature:

Firm Name: J-MAC Cleaning Services, Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	2
Resources and Approach	2
References	2

Notes:

Firm Name: Optell Solutions Group, Inc

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	3
Resources and Approach	3
References	3

Notes:

Firm Name: BACM Solution Services.

Evaluation

Criterion	Rating
Experience and Qualifications	1
Price Proposal	2
Resources and Approach	2
References	2

Notes:

Firm Name: AAA Facility Solutions

Evaluation

Criterion	Rating
Experience and Qualifications	1
Price Proposal	3
Resources and Approach	2
References	3

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Gerald Lee **Date:** 3/2/20

Signature:

Firm Name: PCS Professional Cleaning Services, Corp

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	3
Resources and Approach	2
References	2

Notes:

Firm Name: High Sources, Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	2
Resources and Approach	2
References	3

Notes:

Firm Name: [redacted] Amer-Plus Janitorial & Maint.

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	2
Resources and Approach	3
References	2

Notes:

Firm Name: USSI

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	2
Resources and Approach	3
References	2

Notes:

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Gerald Lore **Date:** 3/2/20

Signature:

Firm Name: G & D Construction

Evaluation

Criterion	Rating
Experience and Qualifications	0
Price Proposal	3
Resources and Approach	0
References	0

Notes: Windows not included.

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: King Leonard **Date:** 3/2/2020

Signature: [signature]

Firm Name: Abdiel Construction Cleaners

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	3
Resources and Approach	3
References	4

Notes:

Firm Name: Kelly Janitorial Systems

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	5
Resources and Approach	4
References	3

Notes:

Firm Name: A-1 Extreme Cleaning LLC

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	4
Resources and Approach	3
References	4

Notes:

Firm Name: EPMG LLC

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	1
Resources and Approach	4
References	4

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: King Leonard **Date:** 3/2/2020

Signature: [signature]

Firm Name: J-Mac Cleaning Services

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	1
Resources and Approach	4
References	4

Notes:

Firm Name: Optell Solutions Group Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	3
Resources and Approach	3
References	1

Notes:

Firm Name: BACM Solution Services

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	1
Resources and Approach	4
References	3

Notes:

Firm Name: AAA Facility Solutions

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	4
Resources and Approach	3
References	4

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: King Leonard **Date:** 3/2/2020

Signature: [signature]

Firm Name: PCS Professional Cleaning Services

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	4
Resources and Approach	3
References	4

Notes:

Firm Name: High Sources Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	1
Resources and Approach	3
References	4

Notes:

Firm Name: Amer-Plus Janitorial

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	1
Resources and Approach	4
References	4

Notes:

Firm Name: United States Service Industries USSI

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	1
Resources and Approach	3
References	4

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: King Leonard **Date:** 3/2/2020

Signature: [signature]

Firm Name: G and D Construction Cleaning

Evaluation

Criterion	Rating
Experience and Qualifications	1
Price Proposal	4
Resources and Approach	1
References	1

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

.orm as an Evaluator, I certify that I have no conflict of interest.

viewer Name: RICH ODDMAN **Date:** 03/02/2020

Signature:

Firm Name: ABDIEL SERVICES

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	2
References	4

Notes: THE PACKAGE IS MISSING STIPULATED) DOCUMENTS.

Firm Name: KELLY JANITORIAL

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	5
Resources and Approach	4
References	5

Notes:

Firm Name: A1 EXTREME

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	5
Resources and Approach	3
References	5

Notes:

Firm Name: EPMC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	0
Resources and Approach	3
References	3

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

...rm as an Evaluator, I certify that I have no conflict of interest.

...viewer Name: Rich Oddman **Date:** 03/02/2020

Signature:

Firm Name: J-MAC CLEANING

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	2
Resources and Approach	3
References	2

Notes:

Firm Name: OPTELL SOLUTIONS

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	3
Resources and Approach	4
References	3

Notes:

Firm Name: BACM SOLUTION SERVICES

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	1
Resources and Approach	2
References	5

Notes:

Firm Name: AAA FACILITY SOLUTIONS

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	5
Resources and Approach	3
References	4

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

.m as an Evaluator, I certify that I have no conflict of interest.

.iewer Name: RICH ODDMAN Date: 03/02/2020

Signature: [signature]

Firm Name: PCS PROFESSIONAL CLEANING SERVICES

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	4
Resources and Approach	4
References	5

Notes:

Firm Name: HIGH SOURCES

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	2
Resources and Approach	4
References	5

Notes:

Firm Name: AMER-PLUS

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	2
Resources and Approach	3
References	5

Notes:

Firm Name: USSI

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	0
Resources and Approach	3
References	5

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: RICH O'DOMAN **Date:** 03/02/2020

Signature:

Firm Name: G&D CONSTRUCTION

Evaluation

Criterion	Rating
Experience and Qualifications	0
Price Proposal	2
Resources and Approach	0
References	0

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Nelson Rodriguez **Date:** 3/2/2020

Signature: [signature]

Firm Name: Abdiel Services

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	2
Resources and Approach	3
References	3

Notes:

Firm Name: Kelly Janitorial Systems

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	5
Resources and Approach	5
References	5

Notes:

Firm Name: A-1 Extreme Cleaning LLC

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	4
Resources and Approach	3
References	3

Notes:

Firm Name: EPMG, LLC

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	0
Resources and Approach	2
References	3

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Nelson Rodriguez **Date:** 3/2/2020

Signature:

Firm Name: J-MAC Cleaning Services Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	2
Price Proposal	0
Resources and Approach	2
References	3

Notes:

Firm Name: Optell Solutions Group

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	2
Resources and Approach	4
References	3

Notes:

Firm Name: BACM Solution Services

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	0
Resources and Approach	3
References	4

Notes:

Lump sum on page 18 is taken as per month rate.

Firm Name: AAA Facility Solutions

Evaluation

Criterion	Rating
Experience and Qualifications	3
Price Proposal	5
Resources and Approach	3
References	4

Notes:

EVALUATION FORM

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Nelson Rodriguez **Date:** 3/2/2020

Signature: ~~NR~~

Firm Name: PCS - Professional Cleaning Services Corp.

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	5
Resources and Approach	5
References	4

Notes:

Firm Name: High Sources, Inc.

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	0
Resources and Approach	4
References	5

Notes:

Firm Name: Amer-Plus Janitorial & Maintenance LLC

Evaluation

Criterion	Rating
Experience and Qualifications	4
Price Proposal	0
Resources and Approach	4
References	4

Notes:

Firm Name: United States Service Industries, Inc (USSI)

Evaluation

Criterion	Rating
Experience and Qualifications	5
Price Proposal	2
Resources and Approach	5
References	5

Notes:

RFP No. 20-0225100
Janitorial Maintenance Services

By signing this form as an Evaluator, I certify that I have no conflict of interest.

Reviewer Name: Nelson Rodriguez **Date:** 3/2/2020

Signature:

Firm Name: G&D Construction Cleaning & Janitorial Services Corp.

Evaluation

Criterion	Rating
Experience and Qualifications	1
Price Proposal	0
Resources and Approach	0
References	1

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

Firm Name:

Evaluation

Criterion	Rating
Experience and Qualifications	
Price Proposal	
Resources and Approach	
References	

Notes:

KELLY JANITORIAL SYSTEMS

CITY OF OPA-LOCKA
REQUEST FOR PROPOSAL
CUSTODIAL SERVICES FOR CITY FACILITIES
RFP No. 20-0225100

Kelly Janitorial Systems
Contact: MARIA GABRIELA GABIRIA
4805 NW 79 AVE. Suite 5
Doral, FL 33166
305-456-1864
kelly@kellyjanitorial.com

Submit: February 25th, 2020

TAB 1

Miami February 25, 2020

CITY OF OPA-LOCKA
Government Center
780 FISHERMAN STREET
OPA-LOCKA, Florida 33054
REF: RFP No. 20-0225100
Janitorial Maintenance Services

Dear Sirs,

We are pleased to present our quotation for the Janitorial/Custodial services at the facilities in the CITY OF OPA-LOCKA Janitorial Services. The enclosed proposal outlines our management and technical capabilities for meeting your specifications and the high standards you require.

We believe experience, supervision and viable labor force, combined with a strong management team, make up the key ingredients for a successful janitorial service.

I personally invite you to spend a few minutes reviewing the enclosed material. It shall help you provide a clear understanding of our company and how you too could have the best quality cleaning.

Thank you for your consideration and the opportunity to provide these services to you and your organization.

Best Regards,

Adriana Tovar
President- Corporate Partner
Kelly Janitorial Systems, Inc.

TAB 2

2. TABLE OF CONTENT

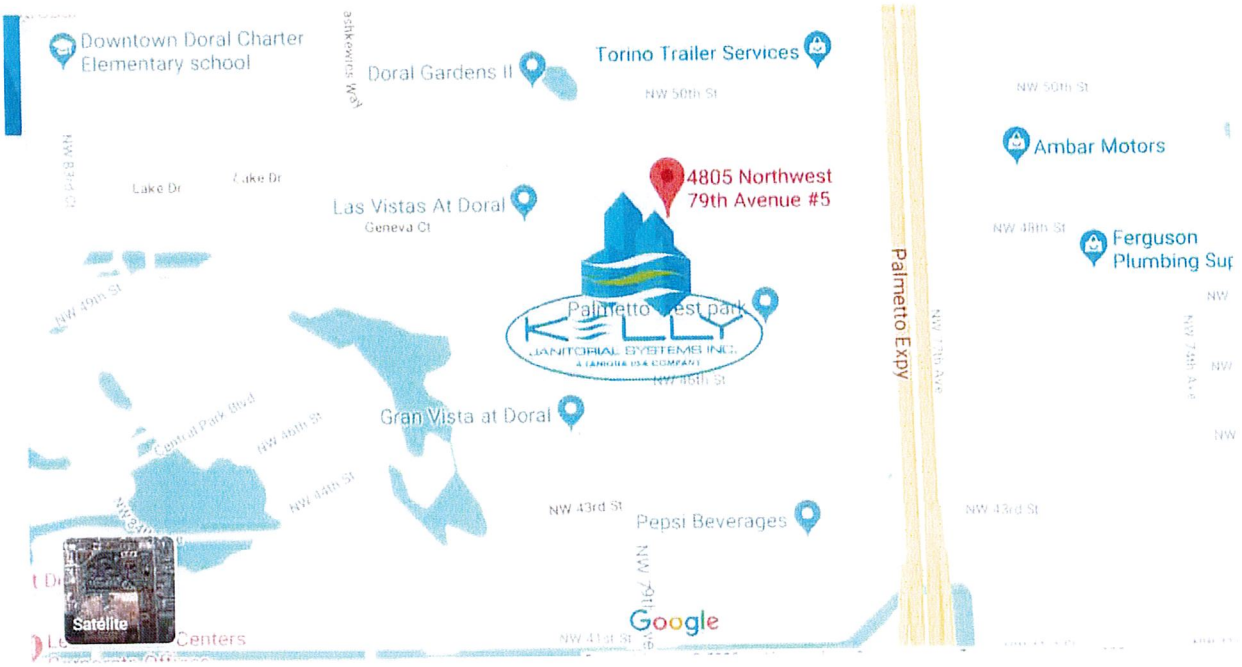
TITLE PAGE..... (1)
TAB 1 INTRODUCTION LETTER ..... (2)
TAB 2 TABLE OF CONTENT .....(3)
TAB 3 EXPERIENCE AND QUALIFICATIONS OF PROFESSIONAL PERSONNEL ASSIGNED TO PROJECT .....(4)
TAB 4 PRICE PROPOSAL ..... (22)
TAB 5 RESOURCES AND APPROACH ..... (24)
TAB 6 REFERENCES ..... (49)

TAB 3

EXPERIENCE AND QUALIFICATIONS OF PROFESSIONAL PERSONNEL ASSIGNED TO PROJECT

1. **FIRM PROFILE – Numbers of years providing janitorial services**

Kelly Janitorial Systems, Inc. is a Florida Corporation ***since 1997***. In Florida we have managed accounts with more than 200,000 square footage successfully. ***Our main office is located in the City of Doral. From there we serve locations and facilities in South Florida.***



Kelly Janitorial Systems Inc. is a distinctive service centered organization that has set high quality as our GOAL. We work continuously and tirelessly toward that GOAL. We work with our clients as a team. Our personnel are interviewed to select the most reliable crew, making sure they live a few miles from the job assigned. After the selection, E-Verify, background check, photos ID, uniforms, training with cleaning products and MSDS, and cleaning procedures and then we are ready to begin. Our Project Manager will meet with client to discuss the schedule daily, weekly and monthly basis. We work on our safety program and security issues, keys/alarm, etc. The First day we always begin with a deep cleaning of the entire facilities with enough extra crew to reach the level of cleanliness required.

Kelly Janitorial Systems, Inc is located in the City of Doral, 4805 NW 79 Ave. Suite 5, 33166. The company is very familiar with contract for cleaning services in facilities similar to City of Doral, because we work in governments entities as a client, City of Aventura, City of Boynton Beach, Fish and Wildlife in North Miami, Florida Turnpike buildings (From Snapper Creek to Fort Pierce), Bal Harbour Village, Town of Cutler Bay, Martin County Parks and Recreations, Department of Health. In each of these facilities they count with Police Departments, Dispatch areas, Special Operation Departments, Public Safety Complex, Libraries, Annex Buildings, Utilities and Solid Waste, Parks, etc.

In our main location at Doral we work with: Administrative Manager, responsive for invoicing, human resources and financial.

Storage and logistics. We have an additional location in Port Saint Lucie with an Operation Manager for this area, supervisors and staff.

We are available 24hrs/7 days a week in case of emergencies. We have a crew that is responsible for hard floor/carpet and project cleaning on demand and for project work. We partner with our customers to provide specialized services as needed including hours operations/days and specialized services. Our company is renowned for excellent customer service combined with top quality and spotless cleaning. Kelly Janitorial Systems is proud to offer a long list of services.

Care floors: the technician team at KELLY JANITORIAL SYSTEMS, INC will create a unique cleaning plan depending on your flooring type, budget and needs. The way we approach floor cleaning will vary depending on the surface: Wood, Carpet, Tile, Vinyl etc. The experienced and highly trained technicians at Kelly Janitorial Systems, Inc will not rest until your floors are properly restored, sealed, cleaned and sparkling. We can provide superior equipment and safe and proper cleaning products to guarantee a perfect finish. With us, you get the convenience of hiring just one company to provide many different services that keep your home looking great. Whether you have dirty carpets or stained stone, we are your top choice. The technician at Kelly Janitorial Systems, Inc is highly trained and experience in performing a range of services including:

Carpet cleaning

Upholstery cleaning

Drapery cleaning

Stone floor cleaning

Water damage cleaning

Strip and Wax Floor.

Janitorial Services

Day Porters and Maids

Commercial Carpet Cleaning

Upholstery Care

Floor Care

Light Cleaning

Lighting Ballast / Fuse Replacement

Supplies and Equipment

Post Construction Cleanup

Window Washing

Pressure Washing

Pre/Post Move-In Cleanup

Restroom Cleaning and Restocking

Water Evacuation.

2. Qualifications and experience of assigned staff

The staff (Project manager, supervisors and janitors) of Kelly Janitorial Systems Inc., are responsible to perform and follow up the scope of services in daily, weekly, monthly and semi-Annual basis as described in this RFP package, ***sign in-out every day through the system named Mygeotracking/agent***, and make sure the facilities are secure and report any incident immediately.

	Quantity	*Location*
Project Manager	*1*	*CITY OF OPA-LOCKA*
Supervisor	*1*	*See Organizational Charts.*
Janitorial	*To determine according the scope of service of each location*	*See Organizational Charts.*
Special Team (Technicians)	*2*	*See Organizational Charts.*

PROJECT MANAGER'S EXPERIENCE.

The Project manager has a large experience in this Industry. Has the ability to choose the best products and cleaning equipment to be used, provide MSDS, schedule the monthly and semi-annual schedules of cleanings report any incident or concern, submit reports indicating work completion, address with extra crew any spills o incident as soon as possible, quality control walk- through with supervisor on weekly basis and keep a good communication with client.

He is available 24/7 for client and cleaning crew.

- Full Authority to administer the term of the Contract with the City of Opa-Locka.

- Available to meet with the CITY OF OPA-LOCKA Facilities Maintenance Supervisor to visit all sites anytime during regular business hours (9:00 TO 5:00 PM).
- Responsible to ensuring that all Scope of Work items completed as schedule in the Scope of Work daily basis.
- Have the capabilities to receive feedback by telephone and/or email to facilitate timely corrective actions.
- It's available to speak and read English.
- Provide a list of the staff that have keys/key cards to CITY OF OPA-LOCKA facilities will be maintained and, given to the CITY OF OPA-LOCKA Facilities Maintenance Supervisor, and updated as needed due to employee turnover.
- Make sure that all personnel have proof of identity when requested to do so by City of Opa-Locka .
- Provide a list of the names of the personnel who will be working in the facility and who have access to the keys / key cards.
- Request any additional keys/key cards needed.

The Project Manager has knowledge of methods used in the cleaning of buildings and the occupational hazards and safety rules and regulations.

SUPERVISORS EXPERIENCE.

The Supervisor must inspect that the job is done at Kelly Janitorial standards, report any incident, lock doors, check inventory, follow up the MSDS, the mix and/or use

of cleaning products, report spills to be address as soon as possible, follow up procedures, uniforms, id cards, alarms, report any concern to Project manager, keep daily written activities reports and any other assignments.

The Supervisors have the knowledge of the standard methods, equipment, and supplies used in largescale janitorial activities of the service, have knowledge of the qualities, adaptabilities, and uses of common tools, equipment, and materials used in cleaning and maintenance activities.

The Supervisors have knowledge of methods used in the cleaning of buildings and the occupational hazards and safety rules and regulations.

The Supervisor designated for the CITY OF OPA-LOCKA will comply with the General Specifications:

- All janitorial-related issues will be corrected by the next cleaning visit.
- Any issues and corrections will be directed through the Facilities Maintenance Supervisor.
- Responsible for the security of the building including checking all windows and doors at the conclusion of the work in each area.
- Check all exterior doors and make sure they are closed and locked.
- Special care will be taken to ensure that buildings and rooms are not left unlocked, open, or unattended at any time.
- All windows will be shut securely, and all exterior doors shall be closed and locked securely.
- Double-check all doors behind them to ensure that they are secure (including doors that they did not enter or exit).

- Buildings with alarms will be armed immediately at the conclusion of the work.
- Make sure that all personnel are not allowed in CITY OF OPA-LOCKA facilities outside of their normal working hours unless they are performing work.
- Request to the CITY OF OPA-LOCKA all necessary Keys/key cards for the employees designated employees to this contract.
- Reported any loss of keys/key cards at the time of each lost key/key card to the Facilities Maintenance Supervisor.
- Make sure that the Keys are not to be copied.
- Lost or stolen key/key card jeopardize the security of a particular facility, the Company will be totally responsible for all cost incurred by CITY OF OPA-LOCKA in re-keying the lock system.
- Check that the electronic security system (where installed) will be properly disarmed and armed each time after-hours access is made.
- Make sure that the all exterior doors are to remain locked while the staff is in the facility.
- Reported immediately to the Project Manager problems dealing with unauthorized or suspicious persons, conditions indicating theft, breaking or vandalism, situations such as: fire, smoke, unusual odors, broken pipes or floods, and take appropriate safety measures.

JANITORIAL EXPERIENCE

Our Staff are responsible for cleaning the interiors and exteriors of facilities and buildings, offices, etc. They generally report to a supervisor; their work is completed with little or no supervision and provide Daily Cleaning and Maintenance Services.

The main duty of our staff is providing regular upkeep of a property and keep the location in excellency. This may include sweeping, mopping, vacuuming, cleaning and resupplying bathrooms, emptying trash bins and other activities. They must also clean any spills or other hazards that occur to prevent injuries to people or property. They are also tasked with securing buildings in the evenings or opening them in the mornings.
In addition to their daily cleaning duties, our staff are called upon to periodically perform heavy cleaning tasks. Shampooing carpets, waxing floors, and other specified tasks are common duties. They keep an eye on their cleaning supplies and equipment and reorder necessary inventory when needed. They also are expected to keep their tools and equipment in good working order and maintain a clean and orderly supply area.

Our staff are reliable to problem solvers. They have good time management skills as well as the ability to work with minimal supervision and possess good communication skills.

The Janitors have knowledge of methods used in the cleaning of buildings and the occupational hazards and safety rules and regulations. The Staff designated for the CITY OF OPA-LOCKA will comply with the General Specifications.

Organizational Management.

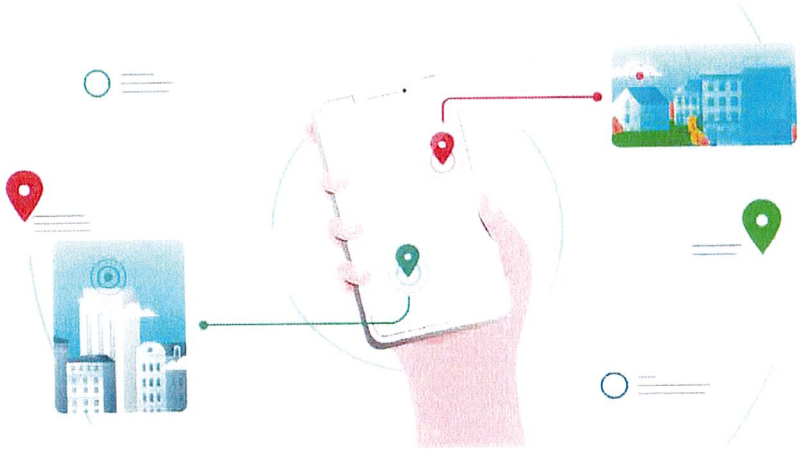
Organizational Management consist of an account supervisor (on call 24/7), responsible for overseeing the staffing and services provide. Supervisor will

serve as liaison between **CITY OF OPA-LOCKA representative**. Supervisor will conduct Onsight inspections as part of our PDCA. Performance improvement as well as follow up on any concerns, within the hour and corrective action taken with 24 hrs.

The company will be assigned a member of our staff who will be available to meet with the Facilities Manager, on a bi-weekly or monthly basis for the purpose of reviewing the performance of the contracted workforce and effecting what changes, if any, are necessary.

Each three (3) months the company will be sending to the **CITY OF OPA-LOCKA** the Janitorial Services Performance Survey Customer Satisfaction and the action plan we will to follow to improve the Services.

The Staff of Kelly Janitorial Systems Inc., are responsible to perform and follow up the scope of services in daily, weekly, monthly and semi-Annual, ***sign in-out every day through the system named Mygeotracking/agent***, and make sure the facilities are secure and report any incident immediately.



MAIN REPRESENTATIVE PRIMARY CONTACT:

Corporate Partner, President: Adriana Tovar

Contract Manager: Orlando Reyes

Persons that will provide services:

Floor technician: Juan Mejia

Main Supervisor: John Torres

Administrative Manager: Maria Gabiria

INITIAL TRAINING OF NEW PERSONNEL:

Employee training is probably the most valuable accident prevention tool in developing employee awareness of safety. Through training, employees learn to recognize and eliminate hazards. Many accidents could be avoided if the employee was shown safe work practices and made aware of the hazards of the job. The following may be helpful:

THE SUPERVISOR

Supervisors are the key to any accident prevention program, and with your support and guidance they can have a direct impact on the reduction of workplace accidents.

THE NEW EMPLOYEE

Safety is the key word included in any new employee's orientation. Kelly Janitorial Systems Inc.,

☐ Give the new employee a tour explaining the operation, the processes, and all equipment.

☐ Explain any hazards that could lead to injury, and the safety precautions to prevent injury.

☐ Discuss the district's safety policy and dedication to providing a safe and healthful work environment

☐ Provide the employee with a copy of safety rules and procedures and discuss any questions or particular items of interest with the employee (accident reporting, hazard reporting, etc.).

☐ Discuss your Accident Prevention Plan with the employee.

☐ Provide training on any specific hazard(s) of the employee's job.

☐ Include briefings, videos, discussions, informal talks, etc., on topics that affect their safety and health.

☐ Have employee sign training completion form to document that they have completed training and will go to their supervisor with any questions.

Custodial/Janitorial Handbook

NEW EMPLOYEE TRAINING

With new employee we focused on:

☐ Analyzing the task and its hazards.

□ Putting the employee at ease.

□ Showing the employee exactly what must be done to perform efficiently and safely - explain each step.

□ Watching the employee try out the task - explaining each step back to you.

□ Following up - check the performance from time to time.

Supervisors should review with each new employee equipment operation and maintenance manuals, product information, MSDS records, safety manuals, standards, and training instruction for specialized operations maintained at work locations for reference. Supervisors should also review with each new employee the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the company. It is the company responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.

NEW EMPLOYEE ORIENTATION

The following are some important safety rules and practices that each employee is required to follow, no matter what work assignment is being performed:

1. Do not run, watch your step, and try to maintain your balance.

2. Know your evacuation procedures and the location of fire extinguishers, fire alarms, or any other emergency equipment.

3. Immediately report hazardous conditions or substances, broken equipment, and defective tools to your supervisor, principal, or superintendent. They will take appropriate action to correct the problem.

4. Never overload electrical circuits.

5. Never plug appliances with heating elements into surge protectors.

6. Building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.

7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.

8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read the operating instructions carefully. After use, put all tools and/or equipment back in their proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging; *never yank by the cord.*

9. Use handrails when using the stairways.

10. Sweep broken glass onto a dustpan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.

11. Wipe up all spills immediately, regardless of who caused the spill. If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Report the spill to the proper person immediately.

12. Store combustible, flammable, or hazardous material in approved cabinets or rooms only, and always use approved safety containers.

13. Material Safety Data Sheets (MSDS's) are available to any person who requests this information.

14. All ladders should be inspected and set up properly before using.

15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.

16. Use common sense at all times. If you are unsure about something, ask!

17. Take care when lifting. Lift properly and stay within your limitations.

TRAINING FOR CURRENT PERSONNEL.

Employee training is one of the most critical parts of the employee experience. When a new employee starts, they are ready to learn information about our company, our policies and procedures, and their role and responsibilities. Existing employees also need ongoing training to learn new skills, improve existing ones and continue to grow over time. The best way to facilitate the training process are the technological advancements, giving us more training method options than ever. We now have access to all kinds of digital tools like training videos and computer-based training.

Computer-based and e-learning training

We include resources like videos and reading material to accompany coursework, similar to what you might find in a classroom environment.We use some kind of online training as a professional development tool because it's easily scales; This

helps empower a range of learners as employee who want to take their time and dive deeper have the freedom to do so, while quick learners who are more easily bored can move through coursework more rapidly.

Video training

Video helps to train the employees better and faster and approaches can take when it comes to video training.

Employees who do not show up for work:

We provide enough backup staff to cover absenteeism or extend existing workforce hours to compensate for absent staff. The backup staff shall adhere to the same Contractor's Responsibilities as regular staff.

Procedures for reporting on-the-job injuries of employees:

Employees of the Company who are injured on duty and while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the Company. It is the company's responsibility to report promptly all accidents which require medical treatment to the Florida Workers' Compensation Commission offices.

Kelly Janitorial Systems Inc. doesn't have any litigation for the past five years.

ORLANDO REYES

Regional/Area Manager

A highly trusted, goal-oriented business professional with extensive executive managerial experience in private and public hospital/healthcare, hotel, county/state government contract service and other operational environments, able to apply strategies and initiatives to improve organizational performance. Knowledgeable and well rounded, confident, with perseverance and a vision to promote success. Able to organize complex projects, define priorities, and assign tasks

Professional Skills

Executive Leadership/Team Development
Project Management/Vendor Relations
Budget Development/Monitoring
Documentation/Recordkeeping
Regulatory Compliance/JCAHO/OSHA

Safety Programs
Training Programs
Customer Relations
Methods Improvements

Policies/Procedures
Employees Safety Measures
Waste Reduction

Employment Background

Diamond Contract Services – Miami, FL **2006 - Present**
Diamond Contract Services provides a wide range of services to handle every aspect of custodial and maintenance requirements.

Regional Area Manager

- Oversee day to day operations of **103 Suntrust Banks**, 11 Metrorail Stations, Hollywood Fire Station, Jackson Medical Towers Building, Highland Professional Building, Jackson South Office Sites, Jackson Radiation Oncology, Jackson Mental Health Center, Miami Dade College, Broward Community College
- **Supervision of 100+ employees** consisting of two shifts, including Supervisors and Teamleaders
  - Daily quality check of scheduled locations
  - Follow up to customer request and/or concerns
  - Payroll, Budget Reports
  - Purchase supplies, chemicals and equipment
  - Generate employees work schedules
  - Recruiting and hiring employees
  - Employee Training
  - Schedule project work (i.e. Floor care, Carpet Cleaning, Window Cleaning)

Signature Services Group – Miami, FL **2004 - 2005**
Hialeah Hospital/North Shore Medical Center, Miami Fl

Director of Environmental Services

- Oversee daily operations of the Environmental Services Department, including Linen distribution
- Supervision of 45+ employees, consisting of 3 shifts, including Supervisors and Team-leaders
- Payroll (kronos system)
- Policy & procedures, ensure compliance with JCAHO, ADA, HRS and OSHA regulations
- Operational budget/cost analysis
- Purchase supplies, chemicals and equipment
- Schedule Floor care maintenance
- Oversee Linen distribution and laundering cubicle curtains
- Customer Service training
- Hiring of employees, new hire training,

- Hiring of employees, new hire training,
- Preparation of employee performance evaluations
- Employee counseling/disciplinary action.
- Oversee special functions, conferences and engagement set-ups.
- Conduct weekly Lifesafety walk-thru inspections throughout facility

Mount Sinai/Miami Heart Medical Centar - Miami Beach, FL **2002 - 2004**

Operations Manager Support Services

- Assist Department Director in overseeing daily operations of the Environmental, Linen and Transportation Departments
- Supervision of 130+ employees, consisting of 3 shifts, including Supervisors and Team-leaders
- Payroll (kronos system)
- Drafting policy & procedures, ensure compliance with JCAHO, ADA, HRS and OSHA regulations
- Operational budget/cost analysis
- Purchase supplies, chemicals & equipment for department
- Oversee Floor care maintenance, Carpet cleaning
- Generate linen statistics, oversee linen distribution, Laundering of cubicles curtains
- Customer Service training
- Hiring of employees, new hire training
- Preparation of employee yearly appraisal
- Employee counseling/disciplinary action.
- Special functions, conferences and engagement set-ups.
- Conduct weekly Life-safety walk-thru inspections throughout facility
- Recycling, Solid/Bio-medical waste disposal was under my direction

Pan American Hospital - Miami, FL **1993 - 2003**

Director of Environmental Services

- Oversee all aspects of the Environmental Services Department, including linen, as well as 6 satellite facilities
- Supervision of 30 employees, consisting of three (3) shifts, including contract services
- Payroll (Kronos system)
- Drafting policy and procedures
- Ensure compliance with JCAHO, ADA, HRS and OSHA regulations.
- Operational budget/cost analysis
- Handle all supply purchases for department, equipment purchases.
- Floor care maintenance/Carpet Cleaning
- Oversee Linen distribution, linen statistical reports
- Laundering of cubicle curtains/drapes
- Customer Service training
- Hiring of employees, new hire training
- Preparation of employee annual evaluations
- Employee counseling/disciplinary action
- Additional responsibilities include banquets, special functions, conference engagement set-ups
- Member of the Safety committee
- Conducted weekly Life-safety walkthru inspections throughout Hospital and offsite facilities

- Recycling, Solid Waste & Bio-medical waste disposal were under my direction.
- Foliage management, carpet replacement, furniture repair/replacement
- Oversee Pest Control

Education
Florida International University – Miami, FL
(Healthcare Business Administration)
Garces College Management

Professional Affiliations

Basic life Support Instructor
International Executive Housekeeping Association
American Society for Healthcare Environmental Services
American Heart Association

Training/Accomplishments
Operational Excellence (customer service program)
Customer is King
Hiring/Retaining Staff
Resolving Conflict in the workplace
Project Management
Biohazardous/Biomedical Waste Management and Disposal
Blood/Mercury Spill Management
Material Safety Data Sheet
Body Mechanics/ergonomics
Hazardous Material Management
OSHA Record Keeping
Coaching Skills for Managers

Computer Skills
(Software knowledge)

Typing 60 wpm
Internet Proficient
Microsoft Word
Microsoft PowerPoint
Microsoft Excel
Kronos
Bed Tracking System

Miami Dade College

Jackson HEALTH SYSTEM

PUBLIC HEALTH TRUST

SUNTRUST

MIAMI-DADE COUNTY

Delivering Excellence Every Day

BROWARD COLLEGE

HIALEAH Hospital

CBRE CB RICHARD ELLIS

Miami Heart Institute

ORLANDO REYES

Job description

SUMMARY: The primary job responsibility will be the management of an assigned account, and hourly employees working at the account. Specific responsibilities include work scheduling of all account personnel, establishing work standards, conducting site evaluations, audits, overall inventory/equipment usage, budget control, employee performance appraisals, troubleshooting/problem solving, orientation, training of Account Supervisors and support personnel, customer relations, and special project work as requested. This individual will also ensure that all managed services are being provided in a proper and cost effective manner.

DUTIES AND RESPONSIBILITIES: Control expenses within area of responsibility. Develop and recommend custodial operating budget and ensure the department operates within budget. Evaluate and justify supplies, equipment, and purchases as needed. Plan, organize, direct, coordinate, and supervise functions and activities of the department. Establish custodial work standards and flow. Establish and maintain effective lines of communications with the client and facility personnel to ascertain that their needs and requirements as related to the custodial contract are being satisfied. Ensure compliance with regulatory agencies. Maintain an environment that is sanitary, attractive, and in orderly condition. Demonstrate and promote company culture, values and management philosophy. Demonstrate quality leadership in meeting performance plans. MINIMUM

QUALIFICATIONS FOR CONSIDERATION: Credentials: Bachelor Diploma and three to five years of supervisory experience. Knowledge, Skills and Abilities Required: Ability to analyze and interpret financial and other data. Demonstrated proficiency with general business acumen. Excellent interpersonal skills. Strong service/quality attitude. Ability to plan, organize, prioritize, and achieve effective time management. Ability to work well under pressure and meet established goals and objectives. Strong public speaking skills (English Spanish). Sense of urgency and ability to meet deadlines; self-directed. Motivate and train staff. Experience managing custodial operations in a medical/hospital environment. Physical Functions Required: Ability to walk or stand for prolonged periods. Requires bending, stooping, reaching up, and lifting up to 50 pounds. Possible exposure to chemicals requiring special clothing or safety equipment. A criminal background check, results of which are not necessarily a bar to employment, and a drug screen are required. Great opportunity for a developing a supervising career. Kelly Janitorial Services, Inc is a leading Florida provider of quality facility services in janitorial/custodial services.

Regional Area Manager

- Oversee day to day operations of **103 Suntrust Banks**, 11 Metrorail Stations, Hollywood Fire Station, Jackson Medical Towers Building, Highland Professional Building, Jackson South Office Sites, Jackson Radiation Oncology, Jackson Mental Health Center, Miami Dade College, Broward Community College
- Supervision of 100+ employees consisting of two shifts, including Supervisors and Team leaders.
- Daily quality check of scheduled locations.
- Follow up to customer request and/or concerns.
- Payroll, Budget Reports.
- Purchase supplies, chemicals and equipment.
- Generate employees work schedules.
- Recruiting and hiring employees.
- Employee Training.
- Schedule project work (i.e. Floor care, Carpet Cleaning, Window Cleaning).

Signature Services Group
Miami, FL 2004 - 2005
Hialeah Hospital/North Shore Medical Center, Miami FL

Director of Environmental Services

- Oversee daily operations of the Environmental Services Department, including Linen distribution.
- Supervision of 45+ employees, consisting of 3 shifts, including Supervisors and Team-leaders.
- Payroll (kronos system).
- Policy & procedures, ensure compliance with JCAHO, ADA, HRS and OSHA regulations.
- Operational budget/cost analysis.
- Purchase supplies, chemicals and equipment.
- Schedule Floor care maintenance.
- Oversee Linen distribution and laundering cubicle curtains.
- Customer Service training.
- Hiring of employees, new hire training.
- Preparation of employee performance evaluations.
- Employee counseling/disciplinary action.
- Oversee special functions, conferences and engagement set-ups.
- Conduct weekly Life safety walk-thru inspections throughout facility.
- Manage Recycling, Solid and Bio-medical waste disposal.

John Torres

Doral, FL 33172
johntorres545_nd2@indeedemail.com
8636020073

Authorized to work in the US for any employer

Work Experience

Laundry Attendant

Westgate River Ranch - River Ranch, FL
January 2016 to Present

Wash, dry and flod linen, make a deliveries to the guest, customer service

Cleaner Supervisor Store

KBS Cleaning Service - Lake Wales, FL
May 2015 to Present

Clean carpets using side by side machine, make schedules and orders a chemicals list, fix hours on the system, and supervisor other stores near me

Parking Attendant

GMC Parking - New York, NY
March 2014 to January 2015

Attendant a customers, make a bills, make deposit bags, and car inventory.

Education

Diploma in Fisic and Math

San Jose La Salle - Guayaquil, Provincia del Guayas
January 1997 to February 2011

Skills

Microsoft office (10+ years), Management (3 years), Customer Service (3 years), Facilities Management (3 years)

Additional Information

Fluent in Spanish written, verbal and interpersonal communications.

Proven interpersonal skills: cooperative team player, motivated, hard working independently and responsible. Adapt easily to new concepts and responsibilities.

JUAN MEJIA

233 NE 14 AVE. APTO 104

HALLANDALE, FLORIDA 33009

TELF. 954 4966773

More than 25 years in Cleaning Industry.

EXPERIENCE

Supervisor Manager □ Since 1995 – KELLY JANITORIAL SYSTEMS INC.,

□ Organize janitors schedules of duties and assign various tasks to janitors.

□ Tasks can include cleaning rugs and floors, removing trash, replacing supplies in bathrooms, cleaning bathrooms and even removing snow from sidewalks.

□ Responsible for completing minor maintenance tasks and alerting janitorial supervisors of larger building or equipment problems that need outside attention.

□ Investigate complaints about janitorial service.

□ Complete cleaning duties as well, especially if they are short-staffed

SKILLS

□ Manage inventories of cleaning equipment and supplies such as mops, vacuum cleaners,
cleaning solutions and floor buffers to make sure their janitors can perform their jobs effectively.

□ Manage their cleaning expenses well and might even have to produce reports on their expenditures.

□ Provide training to both current and new workers and manage the number of hours their employees work.

JULIO FONTICOBA, JR.
2851 Leonard Drive, Apt J609
Aventura, FL 33160
786-970-9428 / 786-970-5209
fonticobajf@gmail.com

Objective: To secure a management position that will encourage professional development and utilize my knowledge in the housekeeping industry.

Experience:

2007 - 2015 — **Fair Havens Center** — **Miami Springs, FL**
Director of Housekeeping
Responsible for the housekeeping and laundry facility of a 369-bed nursing home. Handle scheduling and supervision of 48 employees. Also manage the supply purchasing orders for the housekeeping and laundry departments.

1998 - 2006 — **Health Care Service Group** — **Margate, FL**
District Training Manager
In charge of the Managers Training Program prior to administering a nursing home facility to each individual. Also responsible for the housekeeping and laundry of a 240-bed nursing home facility. Maintain HRS regulations.

1994 - 1997 — **Delta Building Services** — **Rutherford, NJ**
District Manager
Responsible for the housekeeping supervision of BellCore Communications' buildings in Red Bank, NJ. Managed 80 employees, as well as scheduling work shifts, payroll, ordering supplies.

1993 - 1994 — **Westchester General Hospital** — **2500 SW 75th Ave, Miami, FL**
Director of Environment
Supervise the housekeeping of the hospital as well as the Town & Country Clinic. Process payroll, select the purchase of supplies while complying with Federal and state HRS regulations.

1989 - 1993 — **Susanna Wesley Health Center** — **5300 W 16th Ave, Hialeah, FL**
Director of Environment
Responsible for the supervision of the health center's housekeeping, laundry, purchasing of supplies, processing payroll and complying with federal and state health regulations.

Education: **Irvington High School** — **Irvington, NJ**
College Prep/Management

Personal: Fluent in English and Spanish, highly organized, detail-oriented, dedicated.

3. Licensing

MICRO PRINT SIGNATURE LINE SHOWS UP UNDER MAGNIFICATION

2020007367

2019-2020
LOCAL BUSINESS TAX RECEIPT

CITY OF DORAL, FLORIDA
8401 Northwest 53rd Terrace
Doral, Florida 33166
(305) 593-6631

MACHINES:
SEATS:
STATE LIC.#:
EMPLOYEES: 3
LICENSE FEE: **$60.00**

213JAN JANITORIAL SERVICE

FOR THE PERIOD COMMENCING OCTOBER 1, 2019
AND ENDING SEPTEMBER 30, 2020 LICENSED TO
ENGAGE IN THE FOLLOWING BUSINESS:

Business Name: **KELLY JANITORIAL SYSTEMS INC**
DBA:

Address: 4805 NW 79 AVE UNIT 5
DORAL, FL 33166

Conditions: NO RETAIL SALES, NO CHEMICALS STORAGE, NO OUTSIDE STORAGE OR DISPLAYS, DRY USE ONLY.

Chief Licensing Official

8401 NW 53rd Terrace, Doral, Florida 33166 • www.cityofdoral.com • 305-593-6631 • Fax 305-593-6616

ARTIFICIAL WATERMARK SCREENED ONTO BACK OF DOCUMENT

000581

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

LBT

7236968

BUSINESS NAME/LOCATION

KELLY JANITORIAL SYSTEMS INC
4805 NW 79TH AVE 5
DORAL FL 33166

RECEIPT NO.

RENEWAL
7522992

EXPIRES
SEPTEMBER 30, 2020

Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER

KELLY JANITORIAL SYSTEMS INC
C/O RUBEN OROPEZA PRES

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

PAYMENT RECEIVED BY TAX COLLECTOR

$51.75 11/12/2019
CREDITCARD-20-008482

Employee(s) 8

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

CERTIFICATE OF USE

10/31/2017

2018010082

KELLY JANITORIAL SYSTEMS INC

JANITORIAL SERVICES

4805 NW 79 AVE UNIT 5
DORAL, FL 33166

THE BUILDING ERECTED AND/OR ALTERED UPON THE ABOVE PREMISES HAS BEEN COMPLETED IN ACCORDANCE WITH ZONING AND CODE REQUIREMENTS AND WITH PLANS AND/OR SPECIFICATIONS SUBMITTED TO THE CITY OF DORAL COMMUNITY DEVELOPMENT DEPARTMENT. THIS CERTIFICATE IS ISSUED TO THE ABOVE NAMED APPLICANT FOR THE ABOVE NAMED LOCATION ONLY UPON THE EXPRESS CONDITION THAT THE APPLCANT WILL ABIDE BY AND COMPLY WITH ALL APPLICABLE ORDINANCES AND/OR BUILDING CODES PERTAINING TO THE ERECTION, CONTRUCTION, ALTERATION, REMODELING, OR USE OF BUILDINGS OR STRUCTURES.

Square Footage: 625

No. of Seats/Rooms: 0 / 0

RESTRICTIONS:

NO RETAIL SALES, NO CHEMICALS STORAGE, NO OUTSIDE STORAGE OR DISPLAYS, DRY USE ONLY.

Julian H. Perez, AICP, CFM
Planning and Zoning Department Director

CDPR3020CU

PLANNING AND ZONING DEPARTMENT

CHRIS CRAFT Serving Our Neighbors
TAX COLLECTOR
ST. LUCIE COUNTY

2018 - 2019

St. Lucie County Local Business Tax Receipt

Facilities or machines # Rooms # Seats # Employees #7 Receipt #1023543

Type of business 7349 CLEANERS/JANITORIAL (Cleaning Service) Expires SEPTEMBER 30, 2019

DBA name Business Kelly Janitorial Systems Inc

Mailing address: Kelly Janitorial Systems, Inc
4805 nw 79 av
suite 05
Doral, Fl 33166

Business location: 2597 SW Calder Street
Port Saint Lucie, Fl 34953

RENEWAL City of Pt St Lucie

Original tax:	$27.55		P97000078879
Penalty:			
Collection cost:			
Total:	$27.55	Paid 07/11/2018 27.55	0025-20180711-024409

Law requires this Local Business Tax Receipt to be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the county. Upon failure to do so, the local business taxpayer shall be subject to the payment of another Local Business Tax for the same business, profession or occupation.

Pursuant to Florida law, all Local Business Tax Receipts shall be sold by the Tax Collector beginning July 1 of each year and shall expire on September 30 of the succeeding year. Those Local Business Tax Receipts renewed beginning October 1 shall be delinquent and subject to a delinquency penalty of 10 percent for the month of October. An additional 5 percent penalty for each month of delinquency is added until paid, provided that the total delinquency penalty shall not exceed 25 percent of the Local Business Tax for the delinquent establishment.

In addition to the penalty, the Tax Collector is entitled to a collection fee of $1 to $5. This fee is based on the amount of Local Business Tax, which will be collected from delinquent taxpayers after September 30 of the business year.

This receipt is a Local Business Tax only. It does not permit the local business taxpayer to violate any existing regulatory or zoning laws of the state, county or city. It also does not exempt the local business taxpayer from any other taxes, licenses or permits that may be required by law.

Pursuant to Florida law, Local Business Taxes are subject to change.

Kelly Janitorial Systems, Inc
4805 nw 79 av
suite 05
Doral, Fl 33166

Kelly Janitorial Systems, Inc.

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank Accounts	0.00
Wells Fargo #8121	5,309.87
Total Bank Accounts	**5,309.87**
Cash	0.00
Petty Cash	358.84
Total Bank Accounts	**$5,668.71**
Accounts Receivable	
Accounts Receivable	143,443.34
Total Accounts Receivable	**$143,443.34**
Other Current Assets	
BID Bond Deposit	0.00
Due From Luisa Alonso	0.00
Employee Advances	0.00
Inventory Asset	4,243.55
IRS Estimated Payment	4,200.00
Loan to Lina Hernandez	1,750.00
Loan to Nelson Vivas	0.00
Loan to Ramon Santiago	250.00
Prepaid Expenses (E.D.)	0.00
Prepaid Expenses (R.B.)	0.00
Prepaid Expenses KJS	0.00
Prepaid Expenses KJS - Auto Ins	0.00
Total Prepaid Expenses KJS	**0.00**
Prepaid Expenses KJS - Bonds	2,911.00
Undeposited Funds	28,154.58
Total Other Current Assets	**$41,509.13**
Total Current Assets	**$190,621.18**
Fixed Assets	
Accumulated Depreciation	-33,120.37
FORD TRANSIT C VIN 8740	21,641.24
FORD TRANSIT VIN 4748	34,399.69
Furniture	2,538.49
Total Fixed Assets	**$25,459.05**
Other Assets	
Deposit - Rent	2,730.00
Total Other Assets	**$2,730.00**
TOTAL ASSETS	**$218,810.23**
LIABILITIES AND EQUITY	
Liabilities	

	TOTAL
Current Liabilities	
Accounts Payable	
Accounts Payable	43,049.69
Total Accounts Payable	**$43,049.69**
Other Current Liabilities	
Customer Advances	0.00
Due to Juan Carlos Rodriguez	10,998.16
Florida Department of Revenue Payable	4,524.66
Miami Dade County Tax Collector Payable	0.00
Payroll Liabilities	0.00
Sales Tax Agency Payable	0.00
Total Other Current Liabilities	**$15,522.82**
Total Current Liabilities	**$58,572.51**
Long-Term Liabilities	
Due to Tanigua USA, LLC	66,122.44
FORD CREDIT PAYABLE-4748	19,334.47
FORD CREDIT PAYABLE-8740	0.00
Total Long-Term Liabilities	**$85,456.91**
Total Liabilities	**$144,029.42**
Equity	
Common Stock	100.00
Opening Bal Equity	0.00
Paid in Capital	900.00
Partners Distribution	0.00
Retained Earnings	43,560.17
Net Income	30,220.64
Total Equity	**$74,780.81**
TOTAL LIABILITIES AND EQUITY	**$218,810.23**

Kelly Janitorial Systems, Inc.

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
Janitorial Services Income	1,306,497.30
Janitorial Supplies	1,683.00
Total Janitorial Services Income	**1,308,180.30**
Total Income	**$1,308,180.30**
Cost of Goods Sold	
Cleaning Supplies	145,365.45
Janitorial Contractors	681,419.89
Total Cost of Goods Sold	**$826,785.34**
GROSS PROFIT	**$481,394.96**
Expenses	
Advertising and Promotion	263.64
Automobile Expense	23,188.48
Bad Debts	183.71
Bank Service Charges	1,205.23
Bid and Proposal Expenses	15.00
Donations - Charitable Contrib.	265.00
Dues and Subscriptions	739.09
Employee Benefits	3,623.90
GPS Tracking Route	2,040.00
Insurance	530.39
Bond	13,882.74
Car-Insurance	8,105.64
Liability Insurance	6,429.55
Total Insurance	**28,948.32**
Interest Expense	1,115.99
Licenses and Permits	1,252.50
Meals	706.92
Miscellaneous	300.00
Office Expenses & Supplies	835.92
Office Supplies	32.08
Payroll Expenses	
FUTA - Federal Unemployment	684.59
Medicare	4,201.98
Salaries / Wages	289,774.16
Social Security	17,966.10
SUTA - State Unemployment	5,419.38
Workers Compensation	19,223.04
Total Payroll Expenses	**337,269.25**
Postage and Delivery	1,391.43
Professional Fees	925.00
Accounting Fees	2,225.00
Legal Fees	6,855.0(

	TOTAL
Sales Commission	70.56
Staffing Services	4,406.66
Total Professional Fees	**14,482.22**
Rent	
Rent - Office	17,484.00
Rent - Storage	800.00
Total Rent	**18,284.00**
Repairs and Maintenance	23.51
Equipment Repairs	86.45
Fire Equipment	32.10
Total Repairs and Maintenance	**142.06**
Telephone & Internet	6,986.01
Travel Expenses	5,010.62
Uniforms - Janitors	1,287.34
Utilities	
Gas and Electric	1,353.42
Water	552.19
Total Utilities	**1,905.61**
Total Expenses	**$451,474.32**
NET OPERATING INCOME	**$29,920.64**
Other Income	
Collection Allowance	300.00
Total Other Income	**$300.00**
NET OTHER INCOME	**$300.00**
NET INCOME	**$30,220.64**

4. Adherence to requirements, forms and qualifications listed in this RFP

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: KELLY JANITORIAL SYSTEMS INC

   Address: 4805 NW 79 TH AVE

   City, State, Zip: DORAL FLORIDA 33166 Phone/Fax: 305-456-1864 / 786- 9537836 (786)6300230

2. Check One: Corporation (x) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 09/11/1997 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Adriana Tovar de Rodriguez 9/15/2017

6. The length of time in business: 23 years

7. The length of time (continuous) in business as a service organization in Florida:
   23 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: KELLY JANITORIAL SYSTEMS INC

   Address: 4805 NW 79 TH AVE

   City, State, Zip: DORAL FLORIDA 33166 Phone/Fax: 305-456-1864 / 786- 9537836 (786)6300230

2. Check One: Corporation (x) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 09/11/1997 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Adriana Tovar de Rodriguez 9/15/2017

   Juan Carlos Rodriguez 9/15/2017

6. The length of time in business: 23 years

7. The length of time (continuous) in business as a service organization in Florida:
   23 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Maria Gabriela Gabiria

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Maria Gabriela Gabiria (Name) the ADMINISTRATIVE MANAGER (Title/Position) of KELLY JANITORIAL SYSTEMS INC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/20/2020
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Maria Gabriela Gabiria **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the ADMINISTRATIVE MANAGER (Owner, Partner, Officer, Representative or Agent) of KELLY JANITORIAL SYSTEMS INC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Signature

Maria Gabriela Gabiria
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: KELLY JANITORIAL SYSTEMS INC

Title: ADMINISTRATIVE MANAGER

Sworn and subscribed before this

20 day of February, 2020

Notary Public, State of Florida

Dalia F. Davila

(Printed Name)

My commission expires: 03/01/2022

Dalia F. Davila
State of Florida
My Commission Expires 03/01/2022
Commission No. GG 191493

DIVISION OF CORPORATIONS



Department of State / Division of Corporations / Search Records / Detail By Document Number /

Detail by Entity Name

Florida Profit Corporation
KELLY JANITORIAL SYSTEMS INC.

Filing Information

Document Number	P97000078879
FEI/EIN Number	65-0779578
Date Filed	09/11/1997
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	09/15/2017
Event Effective Date	NONE

Principal Address

4805 NW 79 AVE
STE 05
DORAL, FL 33166

Changed: 11/09/2017

Mailing Address

4805 NW 79 AVE
STE 05
DORAL, FL 33166

Changed: 11/09/2017

Registered Agent Name & Address

Hernandez, Lina
4805 NW 79th Ave.
Suite 05
Doral, FL 33166

Name Changed: 01/30/2018

Address Changed: 01/30/2018

Officer/Director Detail

Name & Address

Title Director, President

Tovar de Rodriguez, Adriana Ysabel
4805 NW 79th Avenue
Suite 05
Doral, FL 33166

Title Director, VP

Rodriguez, Juan Carlos
4805 NW 79 Avenue
Suite 05
Doral, FL 33166

Title Secretary, Treasurer

Rodriguez, Luisa
4805 NW 79 Avenue
Suite 05
Doral, FL 33166

Annual Reports

Report Year	Filed Date
2016	04/06/2016
2017	03/10/2017
2018	01/30/2018

Document Images

01/30/2018 -- ANNUAL REPORT	View image in PDF format
09/15/2017 -- Amendment	View image in PDF format
03/10/2017 -- ANNUAL REPORT	View image in PDF format
04/06/2016 -- ANNUAL REPORT	View image in PDF format
04/15/2015 -- ANNUAL REPORT	View image in PDF format
04/30/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
04/01/2014 -- ANNUAL REPORT	View image in PDF format
04/04/2013 -- ANNUAL REPORT	View image in PDF format
01/11/2012 -- ANNUAL REPORT	View image in PDF format
02/17/2011 -- ANNUAL REPORT	View image in PDF format
02/18/2010 -- ANNUAL REPORT	View image in PDF format
03/23/2009 -- ANNUAL REPORT	View image in PDF format
04/16/2008 -- ANNUAL REPORT	View image in PDF format
03/29/2007 -- ANNUAL REPORT	View image in PDF format
04/26/2006 -- ANNUAL REPORT	View image in PDF format
04/27/2005 -- ANNUAL REPORT	View image in PDF format
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04/29/1998 -- ANNUAL REPORT	View image in PDF format

09/11/1997 -- Domestic Profit Articles View Image in PDF format

Florida Department of State, Division of Corporations

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/5/2020

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

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

PRODUCER: SUNZ Insurance Solutions, LLC ID: (AlphaStaff) c/o AlphaStaff 1301 6th Avenue West Bradenton, FL 34205	CONTACT NAME: Kerren Ricketss PHONE (A/C, No, Ext): 954-267-1852 FAX (A/C, No): E-MAIL ADDRESS: kricketts@alphastaff.com
INSURED Alphastaff Group Inc 800 Corporate Dr. Suite 600 Fort Lauderdale FL 33334	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : United Wisconsin Insurance Company — 29157 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 53972428 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC549-00001-019-SZ	7/1/2019	7/1/2020	✓ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage provided for all leased employees but not subcontractors of: Kelly Janitorial Systems Inc
Client Effective: 7/1/2019 *** Approved Jurisdiction(s): FL

CERTIFICATE HOLDER

440694

CITY OF OPA-LOCKA
780 Fisherman Street, 4th Floor
Opa-locka FL 33054

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Rick Leonard

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/05/2020

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

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

PRODUCER	CONTACT NAME: Raul Sardina, CIC	
Sardy's Group Corporation 10126 W. Flagler St. Miami, FL 33174	PHONE (A/C, No, Ext): (305) 485-0116	FAX (A/C, No): (305) 485-0633
	E-MAIL ADDRESS: sardy@bellsouth.net	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Wesco Insurance Co.	
	INSURER B : Progressive Express Ins Company	
	INSURER C : Old Republic Surety Co.	40444
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED: Kelly Janitorial Systems, Inc.
4805 NW 79 Ave #5
Doral FL 33166

COVERAGES | CERTIFICATE NUMBER: | REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY X PRO-JECT LOC OTHER:			RFLA213447-00	10/23/2019	10/23/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000.00 $ 100,000.00 $ 10,000.00 $ 1,000,000.00 $ 2,000,000.00 $ 2,000,000.00
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS			06239066-2	06/22/2019	06/22/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP	$ $ 25,000.00 $ 50,000.00 $ 25,000.00 $ 10,000.00
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
C	Kelly Janitorial Dishonesty Bond			W150193671	05/16/2019	05/16/2020	Bond Amount	$10,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Janitorial Service-Location: 4805 NW 79th Ave. Suite 05, Doral, Fl. 33166
2013 Ford Transit Connect NM0LS7AN0DT158740
2017 Ford T-250 Transit V 1FTYR2CM6HKA44748

CERTIFICATE HOLDER

City of Opa-Locka
780 Fisherman Stree, 4th Floor
Opa Locka, FL 33054

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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TAB 4

PRICE PROPOSAL

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 56,621.16 (annual)

SUBMITTED THIS 25th. DAY OF February 2020 ~~2019.~~

BID SUBMITTED BY:

KELLY JANITORIAL SYSTEMS INC
Company

305-456-1864 / 786- 9537836 / (786)6300230
Telephone Number

Maria Gabriela Gabiria
Name of Person Authorized to Submit Bid

786-953-7836
Fax Number

Signature

Kelly@kellyjanitorial.com
Email Address

ADMINISTRATIVE MANAGER
Title

VALUE ADDED SERVICES

Additional services out of routine scope of services.

Floor stripping, waxing and buffing ---------- 0.34 $ / sqft.

Carpet shampooing and rinsing (Deep extraction method) ----- 0.25$ / sqft.

TAB 5

RESOURCES AND APPROACH

1. **Adequate Resources (financial, equipment, facilities)**

   PRODUCTS AND MATERIALS

   Kelly Janitorial Systems, Inc will furnish all cleaning products and supplies Green Seal, all paper products by Renown, liners, also will provide products for floor maintenance as Wax, strip, degreasers, pads and other cleaning chemicals, machines scrubbers, buffering equipment, spill vacuums, among others.

   Data Sheets for all green products will be submitted prior of the beginning of this contract.

   Cleaning products used by Kelly janitorial Systems, Inc use environmentally friendly and attached you will find the Safety Data Sheet (SDS) for each cleaning product likely to be used in the performance of this contract.

   All chemical bottles will be labeled.

   Mop heads will be cleaned professionally or replaced at least bi-weekly.

Old dirty mop heads will be removed from the buildings and mop buckets will be emptied and cleaned after each use.

EQUIPMENT

Kelly Janitorial Systems Inc. has in every facility all equipment needed to perform the tasks assigned. We only supply to our personnel commercial machines to assure the level of performance required by us and our clients. We will use eco-friendly cleaning products.

Kelly Janitorial Systems will furnish and maintain all necessary cleaning equipment inclusive of but not limited to floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Kelly Janitorial Systems will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location. As well as the recycle/environmental program ISO14001.

List of Equipment that will be assigned to CITY OF OPA-LOCKA

Item #	Title or Description of Equipment	Quantity
1	Van Vehicles	1
2	Buffering Machines	1
3	Stripping Machines	2
4	Carpet Extractor Machines	1
5	Water Vacuum Machines	1
6	Vacuum Cleaners	+4
7	Pressure Cleaners Machine	1
8	Carpet Cleaning Machines	NA

9	Double Bucket Mop System with dual compartment.	+4
10	Microfiber Flat Mops. Flat mop heads should be different colors.	+25
11	Color coded cleaning cloths	15 each color per Month

2. Capability to undertake the required performance period.

Kelly Janitorial Systems, Inc shall furnish all necessary labor, materials, equipment, tools, cleaning solutions, and supervision to thoroughly clean and sanitize all listed building areas. Areas include all offices, stairways, lobbies, windows, common areas, restrooms, lounge/vending areas, meeting rooms, elevators, entryways/vestibules, floor coverings (vinyl composite tile, ceramic tile, etc.), carpet, and mechanical rooms.

Kelly Janitorial systems, Inc shall supply the following items to fit our existing dispensers: toilet paper, paper towels, toilet seat covers, sanitary napkin bags, and liquid hand soap.

Cleaning shall occur when most facilities are closed; however, some staff may occupy the facilities after normal working hours.

Kelly's employees shall in no way make contact and/or interfere with the work of the CITY OF OPA-LOCKA staff.

Kelly's employees shall not open drawers or cabinets, use radios, television sets, or coffee pots or tamper with personal or CITY OF OPA-LOCKA property.

Telephones, computers, fax machines, and other office equipment are not for the personal use of the Contractor's employees.

Personal items on CITY OF OPA-LOCKA desks, such as food items, etc. shall not be handled by Kelly's Janitorial Systems, Inc personnel.

Start-up orientation program to bring facilities into compliance with quality standards.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5-6 days per week (as needed). All services will have the supervision of our project manager and the assigned supervisors and team leaders to supervise and manage the night crew. Kelly Janitorial Systems, Inc is prepared to adapt this work schedule to coincide with the needs and requests of the CITY OF OPA-LOCKA provided that such requests do not alter the cost of operations.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Startup and phase in schedule

Our personnel are interviewed to select the most reliable crew, making sure they live a few miles from the job assigned. After the selection, E-Verify, background check, photos ID, uniforms, training with green cleaning products and MSDS, and cleaning procedures and then we are ready to begin.

KELLY JANITORIAL SYSTEMS, INC will meet with client to discuss the schedule daily, weekly and monthly basis.

Plus, security issues, building regulations, access cards/keys/alarm, etc.

3. **Proposed plan and approach to fulfilling scope**

FIRST DAY OR INITIAL CLEANING REQUIREMENT (according RFP No. 20-0225100): We always begin with a deep cleaning of the entire facilities with enough extra crew to reach the level of cleanliness required.

Startup: Since this project involve a large area of cleaning, we will implement a phase plan, starting with the principal areas, then phasing the rest of the facility within 7 days or less, depending on operational constrain.

Quality Inspections: The Project Manager will perform unannounced inspections at different times of the day. This practice assures KELLY JANITORIAL'S high standards and encourages feedback from our customers.

Rules and Regulations: It is understood that KELLY JANITORIAL'S personnel shall comply with any building rules and that the schedule may vary from time(s) to time(s), according to the needs of CUSTOMER.

Employee Status: Personnel supplied by Kelly Janitorial Systems, Inc are deemed employees of Kelly Janitorial Systems, Inc and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer: Kelly Janitorial Systems, Inc is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy Kelly Janitorial Systems, Inc is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Here are a few important highlights:

Before we start... All our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So, at Kelly Janitorial Systems, Inc, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your buildings looking good. At Kelly Janitorial Systems, Inc, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

INSPECTION PROCEDURES.

An inspection form is generated specific to job location, including but not limited to scope of service and frequency scale. Kelly Janitorial Systems, Inc identifies a list of work task, phase of Cleaning, which will be quality controlled. Each work task is subject to a series of inspections; before, during, after the work is complete. Each inspection verifies compliance with full scope of the relevant specifications; not limited check points for heightened awareness.

Proposal template Inspection Procedure

Janitorial Services for the CITY OF OPA-LOCKA
The Opa-Locka Municipal Complex, 780 Fisherman Street

PLANNING

SCOPE OF WORK:
Days per Week Service –MONDAY THROUGH FRIDAY

SERVICES REQUIRED DAILY Entyway, Hallways, Restrooms, Office Area, Individual Offices	Daily	Weekly	Date	Monthly	Date	Quaterly	Date	Semi Annually Date
✓ Empty all trash recpetacles, replace liners, and remove trash to a collection point. ✓ Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed. ✓ Toilettes and urinals to be cleaned and sanitized inside and outside. ✓ Toilet seats wiped clean on both sides. ✓ Report any restroom repairs needed to the Building Manager. ✓ Pour fresh water down floor drains to refresh water in sewer lines. ✓ Squeegee both sides of glass doors removing prints and smudges; wipe frames. ✓ Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings. ✓ Vacuum walk off mats and traffic lanes. ✓ Dust mop hard surface floors, taking care to get into corners, along edges and beneath furniture. ✓ Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture. ✓ Spot wipe light switches and doors. ✓ Clean drinking fountains.	X							
✓ Spot treat soiled carpet areas. ✓ Complete all high dusting, including exhaust fans and air ventilators within reach. ✓ Thorougly wash windows (interior and exterior on all floors) and partition glass on both sides. ✓ Dust window blinds.				X	02/25			
✓ Machine strip all tile floors.						X	04/01	

SAMPLE

Check list tasks daily:

	Supervisor:
Done by: Check by:	Date: Time:
SERVICES REQUIRED DAILY	**Daily** Comments:
✓ Empty all trash receptacles, replace liners, and remove trash to a collection point. ✓ Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed. ✓ Toilettes and urinals to be cleaned and sanitized inside and outside. ✓ Toilet seats wiped clean on both sides. ✓ Report any restroom repairs needed to the Building Manager. ✓ Pour fresh water down floor drains to refresh water in sewer lines. ✓ Squeegee both sides of glass doors removing prints and smudges; wipe frames. ✓ Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings. ✓ Vacuum walk off mats and traffic lanes. ✓ Dust mop hard surface floors, taking care to get into corners, along edges and beneath furniture. ✓ Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture. ✓ Spot wipe light switches and doors. ✓ Clean drinking fountains.	SAMPLE

REPORTING SYSTEMS

Current system consists of inspection performed, and performance improvement. We use the acronym **PDCA**, which stands for **plan, do, check, act.**

Phase 1: Performance Plan: At the beginning of the evaluation cycle, the Project Manager, supervisors and employees get together for a performance-planning meeting.

In this session they discuss the employee's key responsibilities, goals and projects, behaviors and competencies, and professional development plans.

Phase 2: Performance Do. For the employee, the critical responsibility in Phase 2 is getting the job done—achieving the goals. For the Project Manager and supervisors, there are two major responsibilities: creating conditions that motivate, and confronting and correcting any performance problems.

Over the course of the year the employee works to achieve the key responsibilities and goals of the job. The Project Manager provides coaching and feedback to the employee to increase the probability of success. The Project Manager creates conditions that motivate and resolves any performance problems that arise. Mid-way through the year they meet to review the employee performance against the plans and goals discussed in the performance planning meeting.

Phase 3: Performance Check. As the time for the formal performance evaluation nears, the supervisor reads the employee's self-review and any feedback by

colleagues that has been provided and reflects on how well the employee has performed over the course of the year.

Prior to the evaluation meeting, the Project Manager may choose to meet with the employee to review the self-evaluation. This meeting is an opportunity for the employee to talk about his or her self-review and for the Project Manager and supervisors to listen and ask clarifying questions.

One to two days prior to the evaluation meeting, the project manager and supervisors may print the evaluation for the employee to read in advance of the meeting to allow time for the employee to review the contents, which results in a more meaningful evaluation discussion.

Phase 4: Performance Act (Evaluation). The form the Project Manager completed is reviewed with discussion about how well the employee performed during the year. At the end of the meeting a performance planning discussion occurs, or a follow-up meeting may be scheduled.

Performance Act is the final phase of an effective year-long performance management system. It involves the employee and the supervisor discussing the performance evaluation document that the supervisor has completed.

Capabilities to respond to emergency or disaster situations including supply of specialized equipment required for Dewatering Methods or moisture removal tasks or other special cleaning services.

Response time to emergency calls are completed within the range of 2 to 24hrs depending on severity of emergency.

Disasters may strike at any time. However, being prepared for a particular disaster requires time, training, financial resources, and a response plan.

Emergency Preparedness for emergency or disaster situations requires four primary considerations:

- Actions taken before the ...
- Actions taken during the ...
- Actions taken after the ...
- A program of scheduled maintenance to keep the plan effective and relevant.

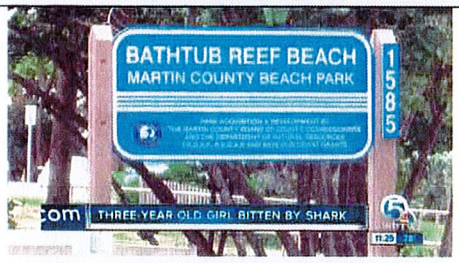
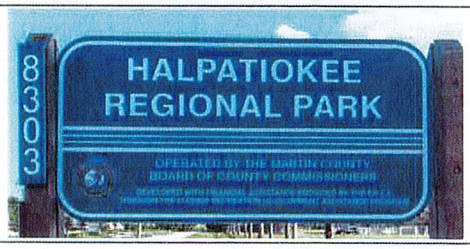
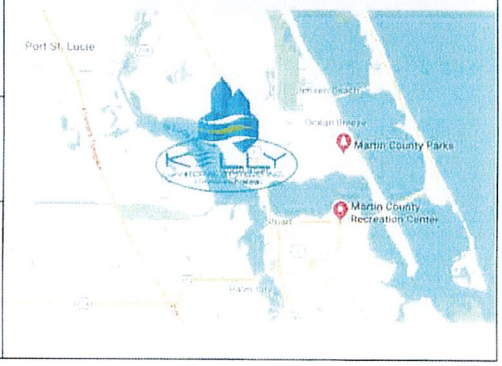
Administration

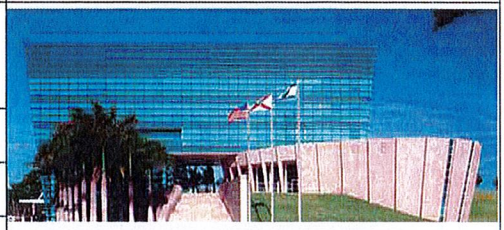
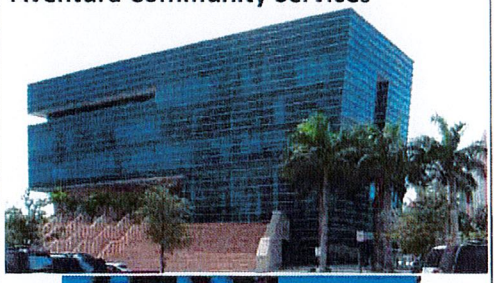
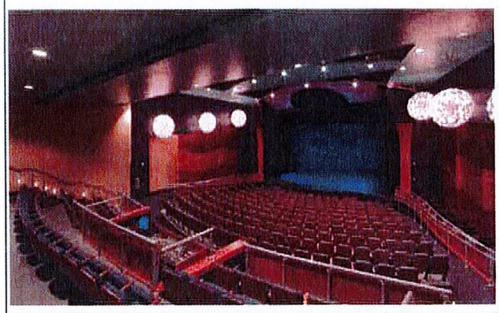
Invoicing

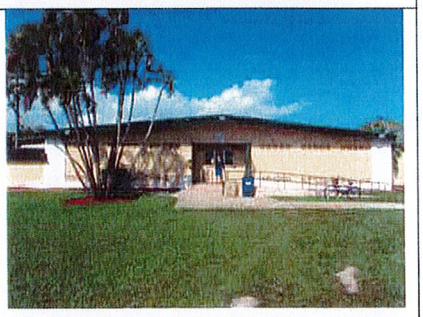
All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the last day of the month. Payment policy is net 30 days.

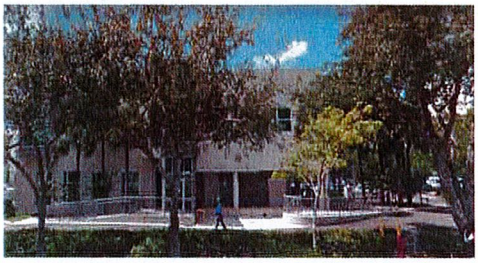
REFERENCES

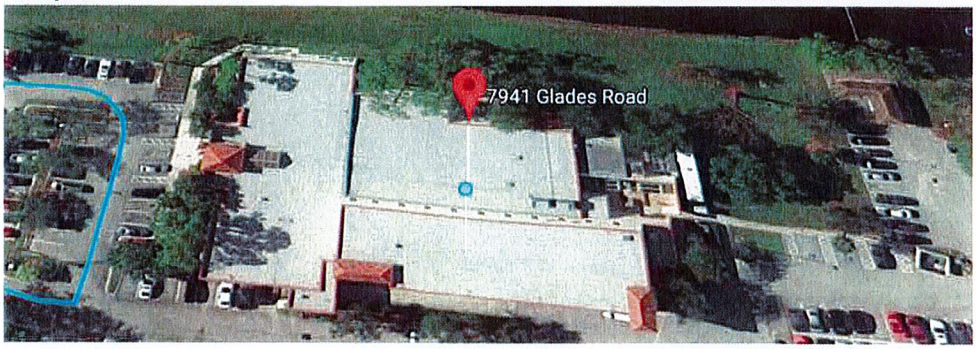
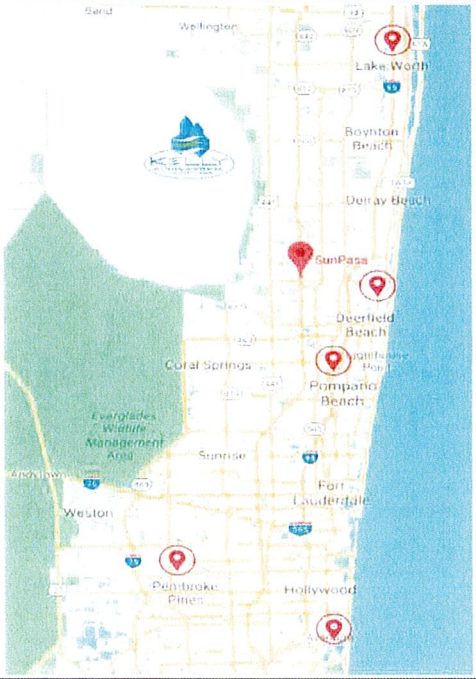
Experience five (5) years preceding the request for proposals with similar projects providing similar services to local, county or state government(s).

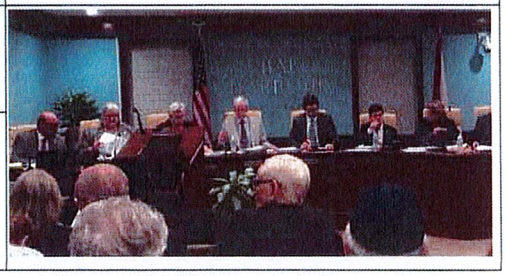
Client Name	**MARTIN COUNTY PARKS AND RECREATIONS**	
Address	Stuart, Palm City, Hobe Sound, Jensen Beach and Port Salerno	
Contact Person	Deborah Werner 772-221-1353 dwerner@martin.fl.us	
		 
Description of work	Custodial Services for 39 Parks restrooms, 16 Offices and Communities.	
Year de Project was Complete	April 1st, 2018 to Present.	
Total cost of the Project, estimate and actual	$200, 000. oo Approx.	

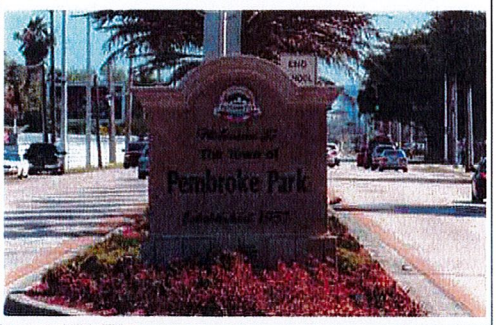
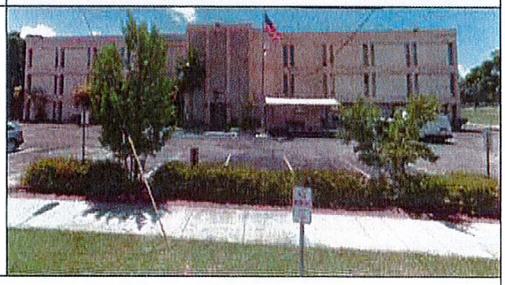
CLIENT NAME	**CITY OF AVENTURA**	
Address	19200 W. Country Club Dr. Aventura FL 33180	
Contact	Julio Garcia 305-525-0896 garciaj@cityofaventura.com	
DESCRIPTION OF WORK	We provide custodial services for several buildings including: City Hall, Police Department, Parks, Community Center and Art and Cultural Center. Service includes porters, supplies and quarterly, semiannual maintenance of all the facilities mentioned.	**Aventura Community Services**  
	Aventura Art & Cultural Center 	
Year de Project was complete	Client since 1999-Current. (5 years of duration)	
Total cost of the Project, estimate end actual	$180, 000. oo Approx.	

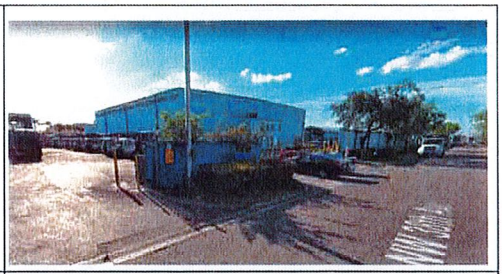
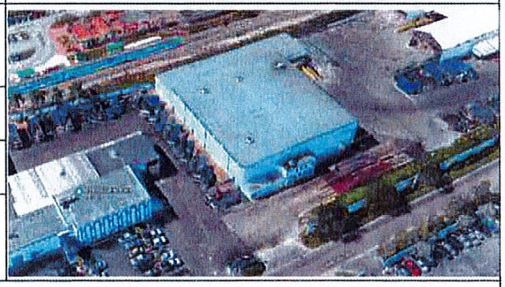
CLIENT NAME	**Town of Cutler Bay**	
ADDRESS	10720 Caribbean Blvd. Suite 210 Cutler Bay, Florida 33189	
CONTACT PERSON	Patricia Vallejo	
TELEPHONE	(305) 234-4262	
EMAIL	PVallejo@cutlerbay-fl.gov	
DESCRIPTION OF WORK	Janitorial services for parks and Building, supplies and quarterly, semiannual maintenance of all facilities.	
YEAR DE PROJECT WAS COMPLETE	December 1st, 2017	
TOTAL COST OF THE PROJECT, ESTIMATE AND ACTUAL	$ 95,383.00	

CLIENT NAME	**Louis Berger**	Louis Berger
Address	Florida Turnpike Department of Transportation: Pompano Beach, Boca Raton, Deerfield Beach, West Palm Beach, Fort Pierce	**Pompano Beach** 
Contact	Frank Natal 786-510-8631 fnatal@louisberger.com	
DESCRIPTION OF WORK	Cleaning Services/ We service the most exclusive city halls, town halls and villages in South Florida, Broward & Palm Beach Counties. We have over 80 satisfied customers which include among others, major City Halls, Professional offices, Department of Transportation facilities, Museums, Police Departments, Public Libraries and schools.	
		

	Sunpass Boca Center   **Sunpass Boca Center**   **Sunpass Snapper Creek**  	
Year de Project was complete	Client since 2006 Current. (5 years of duration)	
Total Cost Of The Project, estimate and actual	$ 296,400.00	

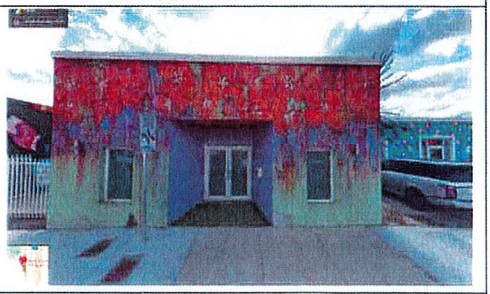
CLIENT NAME	**Bal Harbour**	BAL HARBOUR - VILLAGE -
Address	655 96TH. STREET, BAL HARBOUR, FL 33154	**Bal Harbour Village** 
Contact	Dominique Cave 305-993-7368 dcave@balharbourfl.gov	
DESCRIPTION OF WORK	Cleaning Services: Village Hall, Library, Public Works, Police 7. We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	**Bal Harbour Village Lateral** 
Year de Project was complete	Client since 2005 Current. (3 years of duration)	
Total cost of the Project, estimate end actual	$48,000.00	

CLIENT NAME	**Town of Pembroke Pines**	
Address	3150 SW 52 Avenue Pembroke FL	
Contact	Stephanie Woodbury 954-966-4602 swoodbury@townofpembrokepark.com	
DESCRIPTION OF WORK	Custodial services for complete Building, supplies and quarterly, semiannual maintenance of all facilties.	
Year de Project was complete	Client since 2013 Current.	
Total cost of the Project, estimate end actual	$13,044.00	

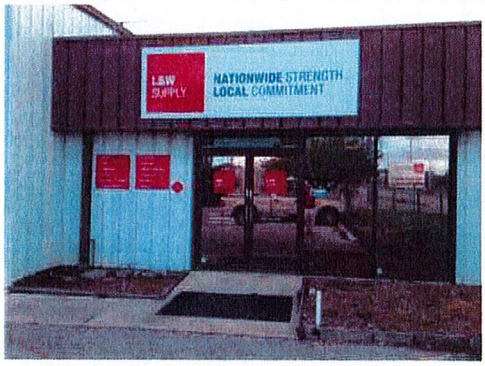
CLIENT NAME	**Waste Services**	
Address	3840 NW 37 Court Miami FL 33142	
Contact	Rosa Golden 305-888-5515 rosa.golden@progressivewaste.com	
DESCRIPTION OF WORK	Custodial services for complete Building, supplies and quarterly, semiannual maintenance of all facilties.	
Total cost of the Project, estimate end actual	$12,000.00	

CLIENT NAME	**3000 Properties**	
Address	3000 Biscayne Blvd Miami, FL 33137	
Contact	Chantal De Vos 305-374-5700 cdevos@crescentheights.com	

DESCRIPTION OF WORK	Janitorial Service - Client since 1998 to present. The building has 5 floors and they have been our customer for the past 12 years. The building has 75,000 square footages. We provide cleaning services, supplies, maintenance, landscaping and a day porter for the building.
Total cost of the Project, estimate end actual	$25,176.00

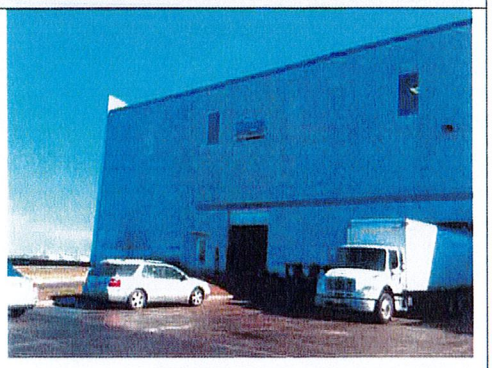
CLIENT NAME	**Headline Marketing Group**	HEADLINERMARKETGROUP
Address	3440 NW 7th Ave Miami FL 33127	
Contact	Nicky Kancey	
	786-366-3477	
	headlinerworldwide305@gmail.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$3,910.00	

CLIENT NAME	**Hiperbaric**	Hiperbaric HIGH PRESSURE PROCESSING
Address	2250 NW 84th Ave, Doral FL 33126	
Contact	Angela Ruiz 305 639 9770 accounting@hiperbaric.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$4,678.32	

CLIENT NAME	**L&W Supplies**	L&W SUPPLY DIFFERENCE DELIVERED
Address	6969 WEST 20TH. AVE., Hialeah FL 33014	
Contact	Susan Carr 561-852-0127 SCarr@LWsupply.com	
		
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$19,260.00	

CLIENT NAME	Levine Building	
Address	7901 SW Ludlam Road Miami FL 33143	
Contact	Jack Levine	
	305-665-6645	
	jlevine@levinerealty.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$12,540.00	

CLIENT NAME	Perez Trading -Main Building	PEREZ TRADING COMPANY
Address	3490 NW 125th Street Miami FL 33167	
Contact	Diego Espinoza	
	305-769-0761	
	despinosa@pereztrading.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$40,888.82	

CLIENT NAME	**Roca USA**	
Address	11190 NW 25TH. STREET Ste 110 Miami, FL 33172	
Contact	Jason	
	305-357-6979 / 305-357-6101	
	jason.incarnato@us.roca.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$34,363.00	

CLIENT NAME	Truly Nolen	TRULY NOLEN PEST CONTROL
Address	5931 HALLANDALE BLVD. Hallandale FL 33023	
Contact	Ann Hall	
	954-981-4900	
	Ann.Hall@trulymail.net	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$4,800.00	

CLIENT NAME	Wilhelsem Ships Services	Wilhelmsen Ships Service
Address	8030 NW 77th Court, Medley FL 33166	
Contact	Gloria Duran	
	305-805-5442	
	gloria.duran@wilhelmsen.com	
DESCRIPTION OF WORK	We are one source of cleaning services, we offer specialty services as: carpet cleaning, upholstery Cleaning, vynil tile cleaning and refinishing, wood floor polishing, high-pressure cleaning, mat / rugs cleaning, window cleaning.	
Total cost of the Project, estimate end actual	$8,278.00	

TAB 6

REFERENCE CHECK

Bid No. :	19-01	Title:	JANITORIAL SERVICES
Bidder Name:	Kelly Janitorial Systems		
Reference Company Name:	Town of Cutler Bay	Phone:	305-234-4262
Reference Contact Name:	Patricia Vallejo	E-mail:	pvallejo@cutlerbay-fl.gov

The above company submitted a Bid to provide janitorial services to Fort Pierce Utilities Authority. He/she listed you as a reference. Please complete the questions below and e-mail within two (2) days to swolkowicz@fpua.com or fax to 772-465-0347.
Thank you.

- When did this company work for you? From: 7/01/2017 To: Present
- How would you describe the Contractor?

Description of Work:
Janitorial Svcs for the Town Center Bldg (73,546 sf) and Town Parks Restrooms facilities, inclusive of labor, equipment, materials & supplies.

Quality of Work:
Very good. Kelly Janitorial has demonstrated commitment to their contract.

Dependability:
We can always count that services will be provided as instructed, even with last minute requests.

Integrity of owner and employees:
Excellent. We've never had any incidents with staff; however, we always require background checks for all personnel working for the Town.

What areas could he/she improve upon?
Perform more frequent supervisory inspections.

Would you contract with this Contractor again? Yes ☑ No ☐ Maybe ☐

- On a scale of 1 to 5, how would you rate their work in general? 1 ☐ 2 ☐ 3 ☐ 4 ☑ 5 ☐
- Add any information/comments that might help us evaluate their ability to perform for us?
We Keep a good communication flow for any special requests and/or extra activities and events where services will be needed.

REFERENCE CHECK

Bid No. :	19-01	Title:	JANITORIAL SERVICES	
Bidder Name:	Kelly Janitorial			
Reference Company Name:	Martin County Parks	Phone:	772 221-1353	
Reference Contact Name:	Deborah Werner	E-mail:	dwerner@martin.fl.us	

The above company submitted a Bid to provide janitorial services to Fort Pierce Utilities Authority. He/she listed you as a reference. Please complete the questions below and e-mail within two (2) days to swolkowicz@fpua.com or fax to 772-465-0347.
Thank you.

- When did this company work for you? From: 4/1/2018 To: present
- How would you describe the Contractor?

Description of Work: Janitorial Service for Park restrooms & Community Centers

Quality of Work: Kelly Janitorial does a fantastic job Keeping our facilities clean.

Dependability: Very dependable

Integrity of owner and employees: Prompt to respond & follow-through. Easy to work with

What areas could he/she improve upon? N/A

Would you contract with this Contractor again? Yes ☒ No ☐ Maybe ☐

- On a scale of 1 to 5, how would you rate their work in general? 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒
- Add any information/comments that might help us evaluate their ability to perform for us?

Management takes pride in the work/ service they provide for us.
I enjoy working with this company.

REFERENCE CHECK

Bid No. :	19-01	Title:	JANITORIAL SERVICES		
Bidder Name:	KELLY JANITORIAL SYSTEMS INC				
Reference Company Name:	LOUIS BERGER			Phone:	786-510-8631
Reference Contact Name:	FRANK NATAL			E-mail:	fnatal@louisberger.com

The above company submitted a Bid to provide janitorial services to Fort Pierce Utilities Authority. He/she listed you as a reference. Please complete the questions below and e-mail within two (2) days to swolkowicz@fpua.com or fax to 772-465-0347.
Thank you.

- When did this company work for you? From: 2014 To: Present
- How would you describe the Contractor?

Description of Work:
Janitorial Services for locations , Fdot Mp65 Pompano Beach , Mp99 West Palm ,
Mp75 Boca Raton , Snapper Creek , Mp22 Deerfield Beach , Cocunut Creek ....

Quality of Work:
Performs and provides a quality product.

Dependability:
Very responsive.

Integrity of owner and employees:
No concerns regarding the integrity of the owner and immediate staff.

What areas could he/she improve upon?
Continued quality control and follow-up inspections of work performed by the staff.

Would you contract with this Contractor again? Yes [X] No [ ] Maybe [ ]

- On a scale of 1 to 5, how would you rate their work in general? 1 [ ] 2 [ ] 3 [ ] 4 [X] 5 [ ]
- Add any information/comments that might help us evaluate their ability to perform for us?

Staff is very respectful and responsive.

P.C.S. PROFESSIONAL



PROFESSIONAL CLEANING SERVICES CORP.
954-297-5142 954-549-5543
WWW.NEATCLEANSERVICEUSA.COM

Request for Proposal
City of Opa Locka
RFP No: 20-0225100
Janitorial Maintenance Service

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- B. Proposed Work Plan and Project Management Strategy
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- D. Management Team working with Opa Locka
- E. Staffing and Cleaning Responsibilities, Job Descriptions & List of Chemicals - Green Cleaning Program
- F. Licenses
- G. References
- H. Resume
- I. Similar Contracts
- J. Certificates of Insurance
- K. Minority Certification

TAB 2 Required Documents:
- A. Janitorial Maintenance Services Proposer Qualifications Form
- B. Proposer Qualifications Form
- C. Price Proposal Form
- D. Certification Regarding Debarment, Suspension Proposed Debarment and other matters of Responsibility Form
- E. Drug-Free Workplace Certificate Form
- F. Non-Collusion Affidavit Form
- G. Non-Discrimination Affidavit Form

Tab 3 Addendums

TAB 1

A

PROFESSIONAL CLEANING SERVICES CORP.
954-297-5142 954-549-5543
WWW.NEATCLEANSERVICEUSA.COM

Ability of Personnel:

a) **Project Manager: Marsysoleith Fabiani**
b) **Site Supervisors: Mayra Moya**
c) **Fulltime service Crews: will be locally hired at the time of contract award**

Brief Resume of each key employee who will furnish professional and technical support expertise on this account. This should include the following:

d) Management:

P.C.S. Professional Cleaning Services Corp. is located in Margate, Florida. Meet the staff and see Operation Center, Inventory Warehouse, Training and much more. P.C.S. has a 1-hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff. Most importantly P.C.S. Professional Cleaning Services Corp services rest above all else on the staff assigned. The following staff would be directly assigned to the City Opa-Locka.

Madid Pedraza- 9 Years Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, Member of BOMA, USGBC, BSCAI, Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control, 9 Years Industry Experience with Green Cleaning

Ron Wicks- 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning

Marsysoleith Fabiani - 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

Mayra Moya- 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

B

Work Plan and Project Management Strategy

Management of The City of Opa-locka begins with the right hire. PCS has an intensive hiring process that begins at the Application process. The application is entered into the PCS Applicant Insight Program. This software program unique and proprietary to PCS allows us to review each applicant for 15 different factors that we have determined are crucial to a good hire, a long-time employee and ultimately a satisfied client. Each applicant experience in the janitorial field, language and writing abilities, work load and time availability, location and traveling ability as well as many other factors. This information which is reviewed for each potential applicant and job opening is invaluable in assisting in making the right hire.

Once hired all PCS employees have a background check both locally and statewide and all PCS Employees are processed through the Federal Department of Homeland Security. Once each employee has passed our background check and it is verified that the employee is legally authorized to work in the United States through the Department of Homeland Security, a well-informed hire is made. Once the employee is hired and before any PCS employee is placed on any jobsite; Each PCS employee must attend PCS Training. PCS Training is classroom training where all employees are trained in the PCS way of providing daily services to all PCS clients.

All PCS employees must attend these classes at the beginning of their employment and throughout their tenure with PCS. Regularly scheduled classes are mandatory for all PCS employees.

Topics of Discussion are:

a) Basic Janitorial Services

b) Restroom Care

c) Office Cleaning

d) Green Cleaning

e) Chemical Handling and Usage

f) Floor and Carpet Services

g) Communications

h) Safety, Ladder Safety, Chemical Safety and Blood Born Pathogen Protocol.

Prior to being assigned a permanent jobsite each PCS employee must take and pass final exam. This examination allows us to review each employee's retention of the material and to determine what may need to be reviewed and also what specific job functions or role each employee may be best suited for. Each employee has been screened and proper trained they are then placed on the jobsite where PCS Team Management Software assists all PCS employees from Administration to the front-line janitorial staff member to provide the best possible services for each and every PCS Client. 1-Time & Attendance is a valuable tool which will allow PCS to provide regular and real-time reports to the Janitorial Services as required by the City of Opa-locka.

In recent years, businesses have been faced with stiff regulations in regard to accurate timekeeping records to document hours worked. Our automated time and attendance solution is a vital to fully document PCS compliance with the requirements of the Janitorial Services as well as Department of Labor standards. PCS Time & Attendance is a versatile, robust, time and attendance suite that meets the diverse needs of our Clients. It can completely automate timekeeping processes, saving valuable time and providing necessary information easily.

Work Scheduling

After winning new business, how do we ensure that the schedule you committed to in the contract is executed? How do you track one-time tasks and project work? The Work Scheduling program provides a solution for all of these challenges.

- After being awarded new business, information about the new customer flows directly from our Bid Module into the Work Scheduling program for minimal data entry. This information would be updated and verified at the Kick off Meeting if not sooner.
- Tracks periodic and project work for each job to ensure that no task ever gets missed. As tasks and contract responsibilities become due a work ticket and report are generated for each task due. Each work ticket and report are distributed to the PCS employee and supervisor responsible for the completion of the work.
- Work descriptions can be modified and customized. These work descriptions will also print directly on work tickets for Client and employees to review.
- Events can be entered as one time or recurring tasks. Many recurring frequencies are available, including daily, weekly, bi-weekly monthly, quarterly, semi-annually and certain days of the week.
- Billable and non-billable items are tracked.
- After the task is scheduled, the system will remember based on the frequency specified. Work tickets will be generated for employees to complete. If the task is billable, after the work ticket is marked as "Complete," the billing details are available in the Accounts Receivable invoicing module for immediate billing.

This program also contains an interactive calendar for all scheduled work. The calendar has multiple views, including a daily, weekly and monthly view. In addition, multiple filters exist so that you may focus on a particular customer, service location, crew or type of task, to allow for accurate forecasting and planning to manage specific duties easily.

From Account Manager, down to the Supervisor level users can:

- View employee contact information
- Review & approve timekeeping information for payroll
- View & print management reports
- View scheduled work at job sites
- Request additional work on behalf of customers
- Approve requested work from customers
- Complete Work Orders

In addition to scheduling and tracking all tasks, the system has the ability to budget and track all revenue and expense associated with a particular task or project to analyze the task or project. This is a very powerful tool to help you refine the way extra work or special projects are priced, the way pricing for specific duties is determined and most importantly allow PCS to be efficient, proactive and help The City of Opa-locka save money. In addition, it is extremely effective in tracking and complying with the LEED reporting requirements.

Compliance Tracker:

- Training requirements will also be tracked in the Compliance Tracker of PCS Operation Management Software
- Alerts employees and managers of due dates via e-mail

Equipment Tracker

Inventory Management

Inventory supplies are a large cost in doing business. If PCS is not effectively monitoring supplies and their associated costs, it is possible that the costs associated with keeping the Janitorial Services would be inflated. Reporting requirements such as chemical and equipment purchases are easily tracked, retrieved and reported with ease.

With the PCS Operations Management Software Inventory module allows PCS to enter all of the different products used in maintaining your property.

- Each item has its own master file record
- Track warehouse information, quantities on hand and re-order levels
- You can also store quoted prices from your vendors for each item to have on file
- When an item is sold, or used at a job site or drop shipped, each step of the transaction is tracked closely
- Details such as who requested the item, who approved the request, the date, the pricing details if needed, the associated service location and the status of the request are tracked.

All material costs are tracked closely at the job level, which gives both PCS and the Janitorial Services great insight into the material cost at each job but most important it will ensure that both PCS and Janitorial Services are in compliance.

C

PROFESSIONAL CLEANING SERVICES CORP.
954-297-5142 954-549-5543
WWW.NEATCLEANSERVICEUSA.COM

Re: JANITORIAL MAINTENANCE SERVICES RFP NO: 20-0225100

Dear Committee,

Please accept this letter as a Statement of Qualifications in furtherance of P.C.S.'s submission of its bid proposal with regard to the above reference RFP: 20-0225100.

P.C.S. is a family owned and operated professional janitorial service company operating in the South Florida/Tri-County area. For the past nine years we have had the pleasure of servicing our clients who represent a broad spectrum of business and properties. Our clients include condominiums associations, commercial office buildings, and industrial and construction sites. And of course, P.C.S. services local government facilities that include the City of Fort Lauderdale Parks and Recreation (29 parks) and the City of Oakland (city hall/administrative offices)

In addition to employing highly qualified and responsible personnel, P.C.S. utilizes the highest quality janitorial supplies, equipment, and environmental or "Green" safe products. We pride ourselves on providing professional, consistent, and responsible janitorial services to all our clients.

Should you require any additional information in support of our bid proposal, please contact our office. On behalf of P.C.S. and its staff, thank you and the City of Opa-Locka for giving us this opportunity to offer our services.

Sincerely,
Madid Pedraza

D

MANAGEMENT TEAM WORKING WITH THE CITY OPA-LOCKA

P.C.S. Professional Cleaning Services Corp. is located in Margate, Florida. Meet the staff and see Operation Center, Inventory Warehouse, Training and much more. P.C.S. has a 1-hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff. Most importantly P.C.S. Professional Cleaning Services Corp services rest above all else on the staff assigned. The following staff would be directly assigned to the City Opa-Locka.

Madid Pedraza- 9 Years Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, Member of BOMA, USGBC, BSCAI, Certified IICRC (Institute of Inspection, Cleaning and Restoration) - Commercial Janitorial Services, Water and Fire Damage Restoration, Carpet Care and Spot Cleaning, Odor Control, 9 Years Industry Experience with Green Cleaning

Ron Wicks- 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning

Marsysoleith Fabiani - 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

Mayra Moya- 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

All communication from client and PCS. will be conducted as follows:

1) Email from the client to mpedraz@pcscleanup.com.
2) Contact Numbers:
   (954) 297-5142
   (954) 549-5543

The contact will be within the next 30 minutes of receipt of the email to follow up via phone call with the client and to obtain all the details from the complaint or request. The Operations Manager will immediately create a Work Ticket in our Win-Team Software to document the request or complaint from client. This Work Ticket is delivered via email and in person to the Account Manager every day at 5 pm in the Operations Meeting held at the office and every ticket is expected to be resolved every night and a follow up call or visit to the property is expected the next morning by the Account Manager. Work Tickets are also sent to the Onsite Supervisors at the jobsite for its completion and every Ticket hast to be returned via fax every night to headquarters office with a signature of responsibility form the Supervisor acknowledging completion of the job.

E

Staffing and Cleaning Responsibilities

The daily cleaning and staffing for The City of Opa-locka will be performed by permanent assigned staff to a designated area. PCS Supervisor and Manager will verify that every employee has proper knowledge of the assigned area to be cleaned and under no circumstance employees are authorized to clean other area without prior authorization from Supervisor and Manager. In the event of staff being absent, the on-call staff will be placed in position to cover those specific areas until the assigned permanent employee returns to his/her daily duties.

The City of Opa-locka will have a minimum of 2 days per week of unannounced Quality Control Inspection. All inspections are submitted directly to the PCS office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Supervisor to be shared with staff for feedback, correction and training.

This allows for set up and breakdown of supplies and equipment, incidentals and ultimately a schedule that will allow for proper cleaning per the specifications. In addition, it allows the supervisor to be just a supervisor, ultimately leading to a better finished product daily.

In addition, PCS will staff and train 3 additional staff members for staff coverage due to illness; emergency and or requested days off. With the additional staff, PCS will be able to meet the not only the staffing requirements but also have staff available for specialty work and or Supervisory requests for additional staff to maintain The City of Opa-locka as necessary.

All staff will be directed by the Assigned Area Manager in conjunction with the Assigned Supervisor. With the daily work tickets, reports and recurring service schedule which is dictated by the RFP and built in the Operation Management Software both the Area Manager and Supervisor will be able to direct staff to duties and responsibilities per the desired frequency (Daily, Weekly, Monthly, Quarterly, Semi Annually and Annually). This at minimum per the RFP but with trained supervision each Area Manager and Supervisor will have the ability to request additional special services thru the system ensure The City Opa-Locka satisfaction. These regularly scheduled services and any additionally requested services are all available for review by both PCS and The City Opa-Locka staff.

Quality Control and Correction

The City of Opa-locka cleaning staff will be scored for quality daily by the Supervisor and Lead assigned to oversee the daily cleaning. This will ensure quality and consistency. However, PCS believes that additional oversight is necessary for the success of PCS at The City Opa-Locka. PCS will supply The City of Opa-locka cleaning staff with unannounced Quality Control Inspections. All inspections are submitted directly to the PCS office for review and processing. All necessary corrections and score reviews are shared within 24 hours of inspection with the Area Manager and Supervisor to be shared with PCS staff for feedback, correction and training. *(Note-Quality Control Inspector is not part of the minimum requirements for The City Opa-Locka this is customary on all PCS jobsites and believe this additional step allows PCS to provide better services for our clients. PCS client retention is 4x the industry average. Industry average is 18 months for Client retention. PCS client retention is 4 years) *

Day Time Porters:

Day Time Porters assigned for The City of Opa-locka will follow all the Cleaning Specifications given by The City of Opa-locka by area and by times.

Day Time Porters placed in the jobsite will go thru our training class. Routine service during the daytime has different approach that the services at night time. Day Time Porters will be bilingual and we enforce the dress code.

Management:

Location and Service Area

Management:

P.C.S. Professional Cleaning Services Corp. is located in Margate, Florida. Meet the staff and see Operation Center, Inventory Warehouse, Training and much more. P.C.S. has a 1-hour response time to all locations within our service area. Our entire staff will be hired locally including all janitorial, specialties, Management, Administrative Support Staff. Most importantly P.C.S. Professional Cleaning Services Corp services rest above all else on the staff assigned. The following staff would be directly assigned to the City Opa-Locka.

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Bi-lingual (Spanish and English)

Mayra Moya- 9 Years of Industry Experience, 9 with P.C.S. Professional Cleaning Services Corp, 9 Years Industry Experience with Green Cleaning
Bi-lingual (Spanish and English)

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WWW.NEATCLEANSERVICEUSA.COM

Chemicals:

Carpet Stain Removal Kit
Floor Finish Stripper
Concentrated Synthetic Neutral Detergent
Quaternary Ammonium Germicidal Detergent
Stainless Steel Cleaner
Lotion-type Cleanser
Glass Cleaner
Bowl Cleaner
Water-Emulsion Type Concrete and Terrazzo Sealer
Graffiti Remover
Carpet Shampoo Concentrate
Metal-Link Polymer Floor Finish
Spartan Chemicals
Green Solutions - All-purpose Cleaner - 3501
Green Solution - Glass cleaner - 3507
Green Solutions - High Dilution Disinfectant 256 - 3508, 3516
Green Solutions - Neutral Disinfectant Cleaner - 3502, 3513
Green Solutions - Restroom Cleaner - 3503
Green Solutions - Carpet Cleaner - 3509
Green Solutions - Floor Seal & Finish - 3504
Green Solutions - Spray Buff - 3040-4440
Green Solutions - Chemical Management Dispensing Systems
Furniture polish - 7-7937-2
Stainless steel cleaner - 7-8198
Ajax - 200000017779
Tylex - 5813-24

If awarded all Material Safety Data Sheet shall be submitted

F

ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving *you.*

P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbctax.com Tel: (561) 355-2264

****LOCATED AT****
5800 South SABLE CIR
MARGATE, FL 33063

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0007 CLEANING SERVICE	PCS PROFESSIONAL CLEANING SERVICES		U19.667626 - 08/26/19	$33.00	B40189568

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA
PALM BEACH COUNTY
2019/2020 LOCAL BUSINESS TAX RECEIPT

PCS PROFESSIONAL CLEANING SERVICES CORPORATION
PCS PROFESSIONAL CLEANING SERVICES CORPORATION
5800 S SABLE CIR
MARGATE, FL 33063

LBTR Number: 2019120817
EXPIRES: SEPTEMBER 30, 2020

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
P.C.S. Professional Cleaning Services Corp.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5800 S Sable Cir

Requester's name and address (optional)

6 City, state, and ZIP code
Margate FL 33063

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
[2][7] - [4][3][1][2][0][8][0]

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Madiel Pedroza Date ▶ 10/15/2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

G

PROFESSIONAL CLEANING SERVICES CORP.
954-297-5142 954-549-5543
WWW.NEATCLEANSERVICEUSA.COM

References

SHARP
14791 OAK LANE
MIAMI LAKES, FL 33016
Janice Ddegannes-Cedeno
305-779-7929

ZF MARINA
15351 SW 29 T ST #300
MIRAMAR, FL 33027
Gregg Buckland
954-817-3851

Sunrise Lake Condominium Apt.
2700 NW 94 way
Sunrise, FL 33322
Oscar Amador
954-633-2629

Town of Lantana
510 W. Pine Street
Lantana, FL 33462
Joel Cortes
Assistant Public Works Director
561-719-4969

H

Madid Pedraza, Business Owner

5800 S. Sable Circle, Margate FL 33063
mpedraza@pcscleanup.com

PROFILE

Business Owner with 30 years' experience in service, retail & manufacturing industries. Solely responsible for customer service, Marketing strategies, and overall business administration.

EMPLOYMENT HISTORY

Dec 2010- Present

Business Owner, P.C.S. Professional Services Corp
Established and grew a new business from zero to approximately over 100+ clients.

- Created business plans and manage actual vs forecast revenues
- Responsible for all customer service and overseeing daily activities.
- Manage all staff with the assistance of supervisors and field managers to provide the best customer services to our clients.
- Currently provide janitorial services to many different clients including industrial warehouses, medical offices, schools, home and condominium associations, marinas and others.
- Responsible for all marketing, branding & advertising.

June 1993- May 2002

Business Owner Creaciones Bobby (Colombia, South America)
Established a children's boutique and grew it to distribute children's wear all over Europe and South America.

- Responsible for all aspects of the business management.
- All production and creation of final products were made in house under my direction and the help of designers and staff.
- Responsible for sales, marketing and branding.
- Created brand recognition and a niche in children's and baby clothing by distributing clothing to wholesalers and distributors all over Colombia where it was sold to boutiques all over Europe and the Middle East.

January 1987- Dec 1992	**Business Owner, Electrodomesticos Almadit** (Colombia, South America) Established the largest regional Authorized Dealer with the Largest Selection of Appliances, Electronics & household goods in the area. • Responsible for all aspects of business management including inventory, credit facilities and collection of payments. • Created a recognized business in the area by branding our company, providing excellent customer service, selling top of the line products and facilitating credit to consumers.

EDUCATION	Universidad Industrial de Santander UIS, Colombia B.S. Business Administration & Management
LICENSES	Florida Real Estate License # 3267447 Department of Business and Professional Regulation

I

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Similar Contracts

SHARP
14791 OAK LANE
MIAMI LAKES, FL 33016 — Janice Ddegannes-Cedeno — 305-779-7929
2012- Presently
15,000 Sq. Ft.

ZF MARINA
15351 SW 29 T ST #300
MIRAMAR, FL 33027 — Gregg Buckland — 954-817-3851
2013- Presently
24,000 Sq. Ft.

Sunrise Lake Condominium Apt.
2700 NW 94 way
Sunrise, FL 33322 — Oscar Amador — 954-633-2629
2015- Presently
92 Buildings, 1 building with 36 Apartments, 1 club house, 5 satellites,3 cabanas and 1 Management Office

Town of Lantana
510 W. Pine Street
Lantana, FL 33462 — Joel Cortes, Assistant Public Works Director — 561-719-4969
2019- Presently

J

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/03/2020

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

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

PRODUCER	CONTACT NAME: ENNIO BERMUDEZ
Amigos Financial Services Corp. 4005 W. Hallandale Beach Blvd. West Park, FL 33023 Phone (954) 894-3815 Fax (954) 987-3019	PHONE (A/C, No, Ext): (954) 894-3815 FAX (A/C, No): (954) 987-3019 E-MAIL ADDRESS: amigosfs@comcast.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : WILSHIRE INSURANCE CO./SEACOAST UNDERW	13234
INSURER B :	
INSURER C :	
INSURER D : ASCENDANT COMMERCIAL INS CO.	13683
INSURER E :	
INSURER F :	

INSURED

P.C.S. PROFESSIONAL CLEANING SERVICES CORP
5800 S SABLE CIR
MARGATE, FL 33063 (954) 297-5142

COVERAGES **CERTIFICATE NUMBER: 1** **REVISION NUMBER: 1**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** ☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y		CL00282154	07/18/2019	07/18/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000.00 $ 100,000.00 $ 5,000.00 $ 500,000.00 $ 2,000,000.00 $ 2,000,000.00
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC-74605-0	08/21/2019	08/21/2020	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYE E.L. DISEASE - POLICY LIMIT	 $ 100,000.00 $ 100,000.00 $ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

JANITORIAL SERVICES

INSURER A: GENERAL LIABILITY | INSURED D: WORKERS COMPENSATION

CERTIFICATE HOLDER

CITY OF OPA-LOCKA
780 FISHERMAN STREET
OPA-LOCKA, FL 33054

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

ENNIO BERMUDEZ

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ACORD 25 (2010/05) QF

K

State of Florida

Woman & Minority Business Certification

P.C.S. Professional Cleaning ServicesCorporation

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

11/12/2019 11/12/2021

Jonathan R. Satter, Secretary
Florida Department of Management Services

Department of MANAGEMENT SERVICES
Office of Supplier Diversity

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

TAB 2

A

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: P.C.S Professional Cleaning Services Corp.

   Address: 5800 S. Sable Cir.

   City, State, Zip: Margate FL 33063 Phone/Fax: 954-2975142

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 12/13 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Madid Pedraza 12/13/2010

6. The length of time in business: 10 years

7. The length of time (continuous) in business as a service organization in Florida:
   10 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: ***Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.***

B

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: P.C.S. Professional Cleaning Services Corp.

   Address: 5800. S. Sable Cir

   City, State, Zip: Margate Fl 33063 Phone/Fax: 9542975142

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 12/13 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Hachid Pedraza 12/13/2010

   _____ _____

6. The length of time in business: 10 years

7. The length of time (continuous) in business as a service organization in Florida:
   10 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

C

RFP NO: 20-0225100
PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 65,900.00

SUBMITTED THIS 24th DAY OF February ~~2019.~~ 2020

BID SUBMITTED BY:

P.C.S Professional Cleaning Services — 9542975142

Company — Telephone Number

Madid Pedraza — Fax Number

Name of Person Authorized to Submit Bid

Madid Pedraza — mpedraza@pescleanup.com

Signature — Email Address

President

Title

D

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Madid Pedraza

Printed Name Madid Pedraza

E

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Madid Pedraza (Name) the President (Title/Position) of P.C.S. Professional Cleaning Service (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/24/20 (Date) Madid Pedraza (Signature)

F

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Madid Pedraza **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the President

(Owner, Partner, Officer, Representative or Agent) of

PCS Professional Cleaning Services the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Madid Pedraza
Signature

Madid Pedraza President
Print Name and Title

G

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

NOELIA NANCY LOGARZO
Notary Public - State of Florida
Commission # GG 061470
My Comm. Expires Jan 13, 2021

By: Madiol Pedraza.

Title: PRESIDENT

Sworn and subscribed before this

19th day of February, 2020.

Noelia Logarzo

Notary Public, State of Florida

(Printed Name)

My commission expires: Jan. 13. 2021

TAB 3

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-01

1. Square footage
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

2. This year's budget
   Approximately $67,000 per year.

3. Last year's bid award
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-02

1. I would like to know if companies from NY are allowed to bid on this.
   Companies from New York are allowed to bid, however the company must have a local office.

2. Who is the current vendor and annual price?
   Abdiel Construction Cleaners of South Fla Inc. and the approximate annual price is $67,000 per year.

3. Could you please provide me with the previous tally sheet for the above project if this is not the first time this work has not been completed.
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-02

1. I would like to know if companies from NY are allowed to bid on this.
   Companies from New York are allowed to bid, however the company must have a local office.

2. Who is the current vendor and annual price?
   Abdiel Construction Cleaners of South Fla Inc. and the approximate annual price is $67,000 per year.

3. Could you please provide me with the previous tally sheet for the above project if this is not the first time this work has not been completed.
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-03

1. What is the current janitorial service monthly cost for the services outlined in the RFP?
   The current vendor monthly cost is $5,551.60.

2. Could you please provide copy of the janitorial maintenance invoices for the last 6 months?
   Invoices are attached.

3. Who is the current janitorial service provider?
   Abdiel Construction Cleaners of South Fla Inc.

4. What is the annual budget for the services outlined in the RFP?
   Approximately $67,000 per year.

5. Is the current scope same or different from the scope outlined in this RFP?
   The scope of services are the same, however it's more defined in the RFP document.

6. What is the contract term? B. Are cost adjustments allowed after completion of the initial contract term for optional renewal years?
   The initial term of the contract shall be three (3) years with an option to renew two (2) additional one-year renewal intervals if both parties agree in writing. Cost adjustments may be considered at the time of renewal.

7. What is the cleanable square footage and breakdown of the floor work: VCT, Tile, and carpet?
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

8. What is the service frequency and service hours?
   Please refer to page 2 of the RFP document.

9. Who will provide consumable products such as toilet tissue, paper towels, soap, liners?
   Please refer to page 12 of the RFP document.

10. What are the holidays when service is not provided?
    Minimal services are still required during the holidays due to fact that our Police Department is a 24 hour operation.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-04

1. With the window cleaning is a lift being used to clean the exterior windows on the top floors? Or is this the door windows.
   Do to the height of the building a lift will need to be used by the vendor in order to clean the exterior windows on the 1st, 2nd, 3rd, and 4th floors.

2. Please advise how there are two different invoices for the same month. Is one for services and one for supplies.
   The invoice in the amount of $430.00 is for the 1st Floor Miami-Dade County Office and the invoice in the amount of $5,121.60 is for the remaining areas.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-05

1. Exterior windows need to be clean every month or quarterly?
   Exterior windows must be cleaned every month. Please refer to page 12 of the RFP document.

2. Police Department cleaning frequency seven days per week or five days?
   Janitorial service will be provided to ALL areas, including the Police Department on a daily basis, Monday through Friday in the afternoon. Please refer to page 3 of the RFP document.

3. How many workers are required to service the 780 Fisherman Street building?
   The amount of staff is solely at the discretion of the company. Please use your judgement to determine how many people you will need to fulfill the scope of services in a timely manner.

4. What are the work hours from noon till?
   We would like for you to start with the common areas at 3:00 p.m. and the individual offices at 4:00 p.m.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-06

1. Will carpet cleaning be an extra or is it in the same budget city is proposing?
   Spot treat soiled carpet areas is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

2. Cleaning windows from exterior from 1st floor to 4th floor, will that be an extra or in same budget?
   Thoroughly wash windows (interior and exterior on all floors) is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

3. Does the current company use a lift to perform current window cleaning services monthly as indicated in the RFP?
   The current company does not provide those services as it was not included in their scope, however we have implemented it in the current RFP.

4. What is the height of the facility?
   The building height is 56ft.

5. What is the average monthly paper usage?
   The current vendor provides all cleaning supplies, therefore the City does not have a count of how much paper is being used.

6. How many people currently service the facility?
   The City is contracted with one company and that company is responsible for hiring staff as needed to fulfill the services.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-07

1. Can you provide an example of banking and credit references required.
   Simply list each of the references (i.e. Company Name, Address Telephone Number, Email Address, and Contact Person).

A-1 EXTREME CLEANING, LLC

City of Opa-locka

RFP NO: 20-0225100

REQUEST FOR PROPOSAL (RFP)

JANITORIAL MAINTENANCE SERVICES

CITY OF OPA LOCKA 780 FISHERMAN STREET OPA-LOCKA, FLORIDA 33054

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 20-0225100

Janitorial Maintenance Services

Sealed Proposals for Janitorial Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, February 25, 2020 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Janitorial Maintenance Services.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 20-0225100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 20-0225100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **February 5, 2020 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

1.1 Introduction

The City of Opa-locka is requesting cost proposals for Janitorial Services For 780 Fisherman Street on a daily basis, Monday through Friday, in the afternoon.

The Opa-locka Municipal Complex, 780 Fisherman Street

- **1st Floor Common Areas – Entryway, Hallways, Restrooms**
- **1st Floor Utility Billing Department – Entire Office Area**
- **1st Floor MDC Utility Billing Department – Entire Office Area**
- **1st Floor Information Technology Department – Entire Office Area**
- **1st Floor Career Source – Entire Office Area**
- **2nd Floor Common Areas – Entryway, Restrooms**
- **3rd Floor Common Areas – Entryway, Hallways, Restrooms**
- **3rd Floor Police Department – All Individual Offices**
- **4th Floor Common Areas – Entryway, Restrooms**
- **4th Floor – All Individual Offices**

1.2. DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1.3. PROPOSAL SUBMISSION AND WITHDRAWAL

The City must receive all proposals in a sealed envelope by 1:00 p.m. on February 25, 2020. The proposals shall be submitted at the following address:

CITY OF OPA-LOCKA

Office of the City Clerk

780 Fisherman Street, 4th Floor

Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows:
RFP NO: 20-0225100 Janitorial Maintenance Services.

The package shall also include the Proposer's return address. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1.4. INQUIRIES

The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. Proposers may e-mail their requests to the attention of the City Clerk at jflores@Opalockafl.gov. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1.5. ADDENDUM

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication prior to the opening of the proposals.

1.6. CONTRACT AWARDS

The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified,

approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1.7. CONTRACTUAL AGREEMENT

This RFP and Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1.8. SELECTION PROCESS

The proposals will be evaluated and assigned points. The company with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1.9. PUBLIC RECORDS

Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1.10 LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.11. **PUBLIC ENTITY CRIMES**

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1.12. **CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.13. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1.14. **CONE OF SILENCE**

"Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or bid.

Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Opa-locka Ordinance (Ord. No. 16-08, § 2). From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly notices public meeting, or communications in writing at any time with any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address as listed in Section 1.3 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1.15. PERMITS AND TAXES

The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.16. PROTESTS

Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1.17. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein as set forth below. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City must be listed as an additional insured (this may be specifically limited to the specific job(s) the vendor will be performing);

5. Minimum 30-day written notice of cancellation.

1.18. LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP NO: 20-0225100 submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.19. INDEMNIFICATION

The work performed by the vendor shall be at the risk of the vendor exclusively. To the fullest extent permitted by law, the vendor shall indemnify, defend (at the vendor's sole expense) and hold harmless the owner, joint ventures, representatives, members, designees, officers, directors, employees, agents, successors and assigns ("indemnified parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs) ("claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this agreement by the vendor or its agents. These indemnity and defense obligations shall apply to any acts or missions, negligent or willful misconduct of the supplier, its employees, or agents, whether active or passive. The vendor shall not be obligated to indemnify or defend the owner for claims found to be due to the sole negligence or willful misconduct of the indemnified parties. The vendor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter which are indemnified hereunder are fully and finally barred by applicable laws.

1.20. RISK OF LOSS, DESTRUCTION, OR DAMAGE

The City will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the City.

1.21. NON-COLLUSION AFFIDAVIT

The vendor, in accordance with Miami-Dade County requirements, must sign an affidavit of non-collusion which has been attached hereto. This document must be signed and returned with the bid response.

1.22. TERMINATION FOR CONVENIENCE

A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1.23. PROPOSAL SCHEDULE

The following Schedule of Key Events and Dates represents the City's best estimate of the schedule that shall be followed.

The City reserve the right, at its sole discretion, to adjust this schedule as it deems necessary. The City will make a good faith effort to notify potential vendors of adjustments to the Schedule; however, ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

KEY DATES

Event	Date	Time
RFP Release date	Sunday, January 26, 2020	
Mandatory Pre-Bid Meeting	Wednesday, February 5, 2020	10:00 a.m.
Last Date for Receipt of Written Questions	Monday, February 17, 2020	5:00 p.m.
Deadline for Proposal Submission	Tuesday, February 25, 2020	1:00 p.m.
Evaluation Committee Meeting	To Be Determined	TBD

Address for RFP Package Delivery

Proposals must be received by the office of:

Office of the City Clerk
780 Fisherman Street 4th
Opa-locka, Florida 33054

1.24. LATE PROPOSALS

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Firms submitting proposals are fully responsible for their delivery. Reliance upon mail or mail carriers is at the firm's risk.

1.25. ADDENDUM

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at www.Opalockafl.gov (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City

Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

1.26. OPENING OF PROPOSALS

The City intends to open Proposals in public.

1.27. CITY RIGHTS

CITY reserves the right to reject any or all proposals and to waive any informality in proposals received. CITY also reserves the right to reject proposals from companies who have previously failed to perform properly or complete on time contracts for CITY, or a proposal where investigation shows that the proposing company is not in a position to successfully perform the contract, in the judgment of CITY.

CITY reserves the right to reject a proposal, regardless of price and conditions, where the proposed terms and/or conditions are deemed unacceptable to CITY. This Request for Proposals does not commit CITY to award a contract, to pay for any costs incurred in preparation of a proposal, nor contract for services.

1.28. PROPOSAL SUBMISSION FORM AND CONTENTS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

1.29. QUALIFICATIONS

Contractors shall be in the business of janitorial maintenance services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services is awarded a Contract. Contractor must demonstrate that they are the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one public entity similar in size and complexity to the City of Opa-locka or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Contractor shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive is required that all Bidders enclose with their sealed bids the following information:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for Janitorial Services now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.

Those parties deemed to be qualified to service this contract shall be judged on their past performance and present ability to provide all labor, materials, and equipment to successfully fulfill the provisions of this contract.

1.30. **COMPANY QUALIFICATIONS**

- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in Janitorial and Maintenance services for public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits.

1.31. **PERSONNEL MANAGEMENT REQUIREMENTS:**

- Managers must have excellent communication skills and be capable of directing all regular janitorial maintenance services and coordinating these with the designated City of Opa-locka staff.
- Managers shall constantly use their experience and training to prevent, detect and control adverse conditions by physically inspecting the locations and properly guiding janitorial services.
- Managers shall have internet access to provide correspondence via E-mail to City designated staff.

1.32. **TECHNICAL SERVICES:**

- To provide an adequate number of personnel specifically trained and experienced in Janitorial Services.

1.33. **SCOPE OF WORK:**

DAILY

- Empty all trash receptacles, replace liners, and remove trash to a collection point.
- Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed.
- Toiles and urinals to be cleaned and sanitized inside and outside.
- Toilet seats wiped clean on both sides.
- Report any restroom repairs needed to the Building Manager.
- Pour fresh water down floor drains to refresh water in sewer lines.
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum walk off mats and traffic lanes.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe light switches and doors.
- Clean drinking fountains

MONTHLY

- Spot treat soiled carpet areas.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Thoroughly wash windows (interior and exterior on all floors) and partition glass on both sides.
- Dust window blinds.

QUARTERLY

- Machine strip all tile floors

The Vendor will be responsible for supplying all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper.

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

1.34. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Janitorial Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.35. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

Proposals will be evaluated and negotiated in accordance with the evaluation criteria described herein. Subject to CITY's right to reject any or all proposals, the Proposer whose proposal is found, in CITY's sole discretion, to be most advantageous to the CITY will be selected. The City will select the proposal that offers the best service plan and terms for CITY. Therefore, contractors are encouraged to submit proposals that provide their best possible service and compensation guarantee to the City. Award of the Contract is not valid until authorized by the CITY Board of Commissioners.

CITY will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the City as outlined in this RFP. CITY's evaluation team will review the technical proposals individually and meet as a group. The evaluation team meeting will be open to the public.

1.36 EVALUATION CRITERIA

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing janitorial services 2. Qualifications and experience of assigned staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
Price Proposal 1. Cost of proposed services 2. Value of added services	35
Resources and approach 1. Adequate resources (financial, equipment, facilities) 2. Capability to undertake the required performance period 3. Proposed plan and approach to fulfilling scope	30
References Containing at least three agencies.	10
TOTAL	100

1.37. LITIGATION

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

1.38. GENERAL CONDITIONS

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: A-1 Extreme Cleaning LLC

   Address: 692 orista DR

   City, State, Zip: Davenport FL 33897 Phone/Fax: 407-506-8835

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 8-3-2015 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Tyrone Harrison 8/3/2015

6. The length of time in business: 5 years

7. The length of time (continuous) in business as a service organization in Florida:
   5 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:
   Name: A-1 Extreme Cleaning LLC
   Address: 692 orista Dr
   City, State, Zip: Davenport, FL 33897 Phone/Fax: 407-506-8835

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 8/3/2015 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**
   TYRONE Harrison 8/3/2015
   _____ _____

6. The length of time in business: 5 years

7. The length of time (continuous) in business as a service organization in Florida:
   5 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100
PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 60300

SUBMITTED THIS 10 DAY OF Feb ~~2019.~~ 2020

BID SUBMITTED BY:

A-1 Extreme Cleaning LLC
Company

407-506-8835
Telephone Number

Tyrone Harrison
Name of Person Authorized to Submit Bid

N/A
Fax Number

Tyrone A Harrison
Signature

A-1extremecleaningservices@gmail.com
Email Address

owner
Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Tyrone A Harrison

Printed Name TYRONE HARRISON

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Tyrowa Harrison (Name) the ceo (Title/Position) of A-1 Extreme Cleaning LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/10/2020 (Date) Tyrone A Harrison (Signature)

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Tyrone Harrison **being first duly sworn, deposes and says that:**

(1) (He)/She/They is/are the owner

(Owner), Partner, Officer, Representative or Agent) of

A-1 Extreme Cleaning LLC the PROPONENT that has submitted the attached proposal;

(2) (He)/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Daniel Edwards
Witness

By: Tyrone Harrison
Signature

Angelita Harrison
Witness

Tyrone Harrison CEO
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: TYRONE HARRISON

Title: CEO

Sworn and subscribed before this

10 day of Feb, 2020

Notary Public, State of Florida

Debra MCComas

(Printed Name)

DEBRA MCCOMAS
Notary Public - State of Florida
Commission # FF 981054
My Comm. Expires May 1, 2020

My commission expires: 5-1-20

A1 Extreme Cleaning LLC
692 Orista Drive.
Davenport, FL 33897
Ph. (863) 353-6564
Email: A1extremecleaningservices@gmail.com

Dear Client,

Our family owned business provides quality and dependable service to a variety of clients. Our client portafolio includes government offices, financial institutions, fitness centers, large and medium size corporate and residential buildings. We take pride in our work and focus on exceeding expectacions for a delighted client experience.
We offer competitive rates and that allow us to pay a living wage to our extended family of reliable employees who deliver their best every day as we deliver our A1 Extreme Cleaning delighted client experience.
Please take a moment to review a few of the clients who have entrusted us to service their facilities and have agreed to serve as references based on their first hand experience.
We trust that our work speaks for itself; however we think you should also have access to the kind words of our clients.
We look forward to serving you and providing YOU with our delighted A1 Extreme Cleaning experience.

Sincerely,

Tyrone Harrison
Chief Executive Officer

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Quality Control Plan .....Tab 3
Chemical Supply List.....Tab 3
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Cost.....Tab 4

Letter of Transmittal

A1 Extreme Cleaning
692 Orista Drive
Davenport, FL 33897

Dear Client,

Enclosed is A1 Extreme Cleaning LLC's response to the City of Opa-Locka Request for Proposal Number 20-0225100 for Janitorial Maintenance Services. A1 Extreme Cleaning LLC agrees to be bound by all the provisions of this proposal as submitted should a contract be awarded for services.

Sincerely,

Tyrone Harrison

Tyrone Harrison
Chief Executive Officer

Firm Information

Legal Entity Name	A1 Extreme Cleaning LLC
Ownership Structure	Limited Liability Corporation
Executed W-9	See attached
Corporate Headquarters	692 Orista Drive, Davenport, FL 33897
Telephone Number	Ph. (863) 353-6564
Primary Contact Information	Tyrone Harrison (Primary)
Primary Phone Number	Ph. (863) 353-6564
Secondary Contact Information	Angeleta Harrison (Secondary)
Secondary Phone Number	Ph. (407) 506-8835
Years in Business	4 Years

State of Florida
Department of State

I certify from the records of this office that A1 EXTREME CLEANING, LLC is a limited liability company organized under the laws of the State of Florida, filed on August 4, 2015, effective August 3, 2015.

The document number of this limited liability company is L15000132826.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on February 20, 2020, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twentieth day of February, 2020

GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

Secretary of State

Tracking Number: 0048090639CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

Polk County Tax Collector

generated on 2/22/2020 6:55:08 PM EST

Business Tax Renewal

Last Update: 2/22/2020 6:55:09 PM EST

Business Tax Renewal

Account Number	New Business Date	Business Tax Receipt Year
189851	**9/17/2015**	**2019**

Business Address
A 1 EXTREME CLEANING LLC
692 ORISTA DR
DAVENPORT - IN FL 33897

Mailing Address
TYRONE HARRISON
692 ORISTA DR
DAVENPORT FL 33897

Status **ACTIVE**

Occupation
LTD OTHER SERVICES

Business Tax Fee	$31.50
Penalty Fee	$3.15
Other Fee	$10.00

Date Paid	Receipt	Amount Paid
10/21/2019	**6005629.0006**	**$44.65**

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
A1 Extreme Cleaning LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
692 Orista Dr

Requester's name and address (optional)

6 City, state, and ZIP code
Davenport, FL 33897

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

4	7	-	4	7	2	9	4	3	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** ▶ Tyson Harrison | **Date** ▶ 1-22-2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Tyrone Harrison
692 Orista Drive.
Davenport, FL 33897
Ph. (863) 353-6564
Email: A1extremecleaningservices@gmail.com

Professional Summary

Skilled Cleaning Manager with the ability to effectively manage a large staff in various settings. Adept at resolving customer service issues and ensuring customer satisfaction while overseeing multiple tasks. Specialize in organizing and allocating staffing resources.

Core Qualifications

¥ Considerable experience managing cleaning staff and preparing staffing schedules
¥ Proficient with MS Office applications including Access Excel and PowerPoint
¥ Ability to assess customer needs and allocate sufficient resources
¥ Adept at generating all necessary staffing documentation and reports
¥ Solid knowledge of workplace safety regulations and procedures
¥ Excellent communications and organizational skills

Experience

Project Manager
2014-Present
A1 Extreme Cleaning LLC
Florida
¥ Supervised cleaning and maintenance staff.
¥ Assisted with the preparation of weekly work schedules.
¥ Performed daily inspections of staff work.
¥ Resolved guest issues regarding maintenance and room cleanliness.
¥ Handled emergency situations as necessary.
¥ Ensured quality control standards for cleaning of guest rooms.

Infectious Disease Control Manager
2010-2014
Orlando Health
Florida
¥ Coordinated with supervisors and management to determine office cleaning needs.
¥ Managed inventory of supplies and maintained database with this information.
¥ Determined weekly cleaning requirements and prepared schedules accordingly.
¥ Ensured that OSHA standards were upheld.
¥ Maintained all available cleaning equipment and arranged for repairs when necessary.

Education

Bachelors of Science- Cleveland State University

A1 extreme Cleaning LLC abides by a unique methodology of healthy cleaning and quality control. Our clinically-clean approach provides the most effective clean possible, while our quality control systems work to guarantee your satisfaction.

Cleaning for Health

Pretreatment Method

Contrary to ineffective spray and wipe, color-coded microfiber cloths are presoaked in disinfectant, resulting in the most effective clinical clean.

Vacuuming

Specially filtrated vacuums reduce harmful airborne dust particles

Mopping

Microfiber mop heads and zero-contamination buckets ensure clean water is always applied.

Key touch-points

Microbial hotspots (restrooms, door handles, telephones, etc.) are identified and cleaned using disinfectants and our presoak systems.

A1 Extrreme Cleaning LLC

Quality Control Plan

Plan of Action	Routine quality inspection of areas and services rendered
Frequency of Inspection	Multiple- Daily
Method	Dual walk-through by assigned shift supervisor and Project Manager upon completion of designated service area
Error Correction	Immediate upon identification- depending on service needed remediation time frame may take up to the alloted handle time for the particular service.

Manufacturer	Product Name	Proposed Use
WEPAK	Lemon Desinfectant	Multi Purpose Cleaner
WEPAK	Neutral Super Lemon Floor Cleaner	Floor Cleaner
SIMONIZ	Vision Clear	Glass Cleaner
VITA	Glass Microfiber Cloths	Glass Cleaning Cloth
VITA	Microfiber Cloths (Green)	Surface Cleaner
VITA	Mop (Green) Antimicrobial	General Floor Mop
VITA	Microfiber Cloths (Blue) Atimicrobial	Restroom Cleaning
VITA	Mop (Blue) Atimicrobial	Restroom Floor Mop

References

Client:	JP Morgan Chase		**Contract Dates:**	**Jan 2014-Jan 2023**	
Conatct:	Angela Durbin	**Phone:**	**813-966-3422**	**Email:**	Adurbinmoore@gmail.com
Address:	4900 Memorial hwy. Tampa Florida				
Project Scope:	Providing cleaning services such as mopping the floors, emptying the garbage, vacuuming the carpet, maintaining the lobby such as waxing and buffing the floors. Cleaning responsibility consist of providing services to 294,112 square feet				
Contract Award	**$520,000.00 Year**				

Client:	Elite Fitness		**Contract Dates:**	**Dec 2018-Dec 2020**	
Conatct:	Elias Galloza	**Phone:**	**863-514-0869**	**Email:**	elias@elitefitnesswh.com
Address:	6294 Cypress gardens Blvd. Winter Haven, Florida				
Project Scope:	Providing cleaning services to the gym such as wiping down the equipment, vacuuming the carpet, mopping the floors, emptying the garbage. Cleaning responsibility consist of cleaning 7,000 square feet.				
Contract Award	**$20,000.00 Year**				

Client:	Polk County Nature Discovery Center		**Contract Dates:**	**Dec 2018-Dec 2020**	
Conatct:	Tabietha Biehl	**Phone:**	**863-668-4673**	**Email:**	tabithabiehl@polk-county.net
Address:	4399 Winter Lake Rd Lakeland, Florida				
Project Scope:	Providing cleaning services to the museum such as floor care, emptying the garbage, vacuuming stocking the toiletries, cleaning responsibility consist of 15,000 square feet				
Contract Award	**$25,000.00 Year**				

Client:	Osceola County		**Contract Dates:**	**Jun 2018-Jun 2021**	
Conatct:	Miriam Santiago	**Phone:**	**407-742-0900**	**Email:**	miriam.santiago@osceola.org
Address:	1 Courthouse Square Suite 2100 Kissimmee, Florida				
Project Scope:	Maintaining the cleaning needs such as empting the trash, cleaning the restrooms, floor care maintaining cleaning needs of 15,000 square feet				
Contract Award	**$20,000.00 Year**				

National General
Auto, Home & Health Insurance
PO Box 3199 • Winston Salem, NC 27102-3199

COMMERCIAL VEHICLE
INTEGON PREFERRED INSURANCE COMPANY

A National General Insurance Company

A1 EXTREME CLEANING, LLC
692 Orista Dr
Davenport, FL 33897

Agency
4 Corners Insurance Inc
45713 Highway 27
Davenport FL 33897
(863) 420-6995

Date:
02/20/2020

LETTER OF COVERAGE

Policy Number: 2006163963

Policy Period: 02/23/2019 - 02/23/2020

To Whom It May Concern:

Driver(s) and Household Residents:

1	Angeleta Harrison	Owner Driver
2	Tyrone A Harrison	Owner Driver

Insured Vehicle(s) and Schedule of Coverage(s):

1 2001 DODG RAM 1500 3B7HC13Z31M569529

Coverages Provided	Limits/Deductibles
Bodily Injury / Property Damage - Combined Single Limit	$1,000,000 Combined Single Limit
Personal Injury Protection	10,000 w/ Work Comp
Comprehensive	Actual Cash Value - $500 Deductible
Collision	Actual Cash Value - $500 Deductible
Rental Reimbursement	$50 Day, $1500 Occurrence
Roadside Assistance	$100 Occurrence, $500 Term
Tool Coverage	$2,500
Uninsured Motorist Combined Single Limit-Nonstacked	$50,000 Combined Single Limit
Broadened Endorsement	
Custom Equipment	$1,000

2 2018 CUTL CUSTOM TRAILER 7FRVC12S3JA000393

Coverages Provided	Limits/Deductibles
Bodily Injury / Property Damage - Combined Single Limit	$1,000,000 Combined Single Limit
Comprehensive	Stated Amount $2,712 - $500 Deductible
Collision	Stated Amount $2,712 - $500 Deductible
Roadside Assistance	$100 Occurrence, $500 Term
Tool Coverage	$2,500
Broadened Endorsement	

Email: CVService@NGIC.com • Fax: 1-800-405-4302 • Call us toll free: 1-877-468-3466
Visit us at www.MyNatGenPolicy.com

Please call us at 1-877-468-3466 if you have any questions.

Sincerely,

National General Insurance

4 CORNERS INS INC
669 E HWY 50
CLERMONT, FL 34711
1-352-536-6989

PROGRESSIVE COMMERCIAL

Policy number: 01732077-0
Underwritten by:
PROGRESSIVE EXPRESS INS COMPANY
February 20, 2020

Certificate of Insurance

Certificate Holder

A1 EXTREME CLEANING, LLC
692 ORISTA DR
DAVENPORT, FL 338970000

Insured

A1 EXTREME CLEANING, LLC
692 ORISTA DR
DAVENPORT, FL 33897

Agent/Surplus Lines Broker

4 CORNERS INS INC
669 E HWY 50
CLERMONT, FL 34711

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies.

Policy Effective Date: Feb 23, 2020 Policy Expiration Date: Feb 23, 2021

Insurance coverage(s)	Limits
BODILY INJURY/PROPERTY DAMAGE	$1,000,000 COMBINED SINGLE LIMIT
UNINSURED MOTORIST	$50,000 CSL NON-STACKED
PERSONAL INJURY PROTECTION	$10,000 W/$0 DED - NAMED INSD & RELATIVE
ANY AUTO BODILY INJURY/PROPERTY DAMAGE	$1,000,000 COMBINED SINGLE LIMIT

Description of Location/Vehicles/Special Items

Scheduled autos only

2001 DODGE RAM 1500 3B7HC13Z31M569529		
COMPREHENSIVE	$500 DED	
COLLISION	$500 DED	
2018 PEACH CARGO TRAILER 7FRVC12S3JA000393		
		Stated Amount $2,712
COMPREHENSIVE	$500 DED	
COLLISION	$500 DED	

Continued

Certificate number
05120NET077



Form 5241 (10/02)

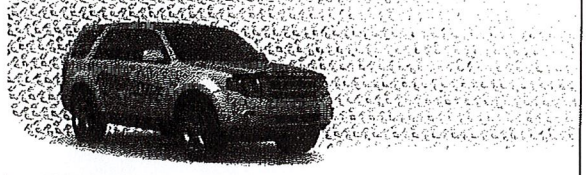
Your ID Cards

Keep these cards handy--in your glove compartment or wallet. And contact us anytime you have a question or need to report a claim.

If you have a claim, we'll get you back on the road as soon as possible. And while you'll always have a choice where to repair your vehicle, when you use a shop in our preapproved network, we'll guarantee your repair for as long as you own or lease your vehicle.

Thank you for choosing Progressive.

A1 EXTREME CLEANING, LLC



Form A022 FL (03/11)

IF YOU'RE IN AN ACCIDENT
1. Remain at the scene. Don't admit fault.
2. Find a safe location, call the police, and exchange driver information.
3. Call Progressive right away.

TO REPORT A CLAIM
Call 1-800-274-4499 or go to claims.progressive.com.

PROGRESSIVE

KEEP THIS CARD IN YOUR VEHICLE WHILE IN OPERATION.

Florida Automobile Insurance Identification Card

Insurer: PROGRESSIVE EXPRESS INS COMPANY - 02962
Policy Number: 01732077-0
Effective Date: 02/23/2020
Expiration Date: 02/23/2021
[X] **Personal Injury Protection Benefits/Property Damage Liability**
[X] **Bodily Injury Liability**
Named Insured(s):
A1 EXTREME CLEANING, LLC

Year	Make	Model	VIN
2001	DODGE	RAM 1500	3B7HC13Z31M569529

PROGRESSIVE

Policy Type: Commercial
NAIC Number: 10193
NOT VALID FOR MORE THAN ONE YEAR FROM EFFECTIVE DATE.

Your Agent:
4 CORNERS INS INC 1-352-536-6989

See claims reporting information on reverse side.
Misrepresentation of insurance is a first degree misdemeanor.

PROGRESSIVE

COMMERCIAL LINES COMMON POLICY DECLARATIONS

PAV0163294
Renewal of Number

Rewrite of Number

INSURANCE IS PROVIDED BY THE COMPANY DESIGNATED BY AN "X": Stock Company

- [X] **PENN-AMERICA INSURANCE COMPANY**
- [ ] **PENN-STAR INSURANCE COMPANY**
- [ ] **PENN PATRIOT INSURANCE COMPANY**

Bala Cynwyd, Pennsylvania 19004

State Control Number A191986

POLICY NUMBER: PAV0207675

1. **NAMED INSURED:** A1 EXTREME CLEANING LLC
   DBA:

   MAILING ADDRESS: 692 ORISTA DR

   Davenport, FL 33897

   Prod Agent: DONALD L NICHOLSON
   Address: 26600 ACE AVENUE LEESBURG, FL, 34748
   Prod Agcy: IRVIN B GREEN & ASSOCIATES
   Address: 26600 ACE AVENUE LEESBURG, FL, 34748

2. **POLICY PERIOD:** From September 16, 2019 To September 16, 2020 at 12:01 A.M. Standard Time at your mailing address shown above.
3. **FORM OF BUSINESS:** Limited Liability Company **OTHER DESC:**
4. **BUSINESS DESCRIPTION:** JANITORIAL/CARPET CLEANING

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

5. **THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

		PREMIUM
Commercial General Liability Coverage Part	$	2,300.00
Commercial Property Coverage Part	$	NOT COVERED
Commercial Crime Coverage Part	$	NOT COVERED
Commercial Inland Marine Coverage Part	$	NOT COVERED
Professional Liability Coverage Part	$	NOT COVERED
Liquor Liability Coverage Part	$	NOT COVERED
Commercial Umbrella Coverage Part	$	NOT COVERED
Owners Contractors Protective Coverage Part	$	NOT COVERED
TRIA	$	NOT COVERED
6. **TOTAL PREMIUM PAYABLE AT INCEPTION**	$	2,300.00
Policy Fee	$	35.00
Surplus Lines Tax	$	116.75
FSLSO Fee	$	2.34
	$	
	$	
	$	
Other:	$	
TOTAL	$	2,454.09

This insurance is issued pursuant to the Florida Surplus Lines Laws. Persons insured by Surplus Lines Carriers do not have the protection of the Florida Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent unlicensed insurer.

SURPLUS LINES INSURERS' POLICY RATES AND FORMS ARE NOT APPROVED BY ANY FLORIDA REGULATORY AGENCY.

7. **FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS POLICY AT THE TIME OF ISSUE:***
   AS PER FORM S1007 (12/2000) SCHEDULE OF FORMS AND ENDORSEMENTS ATTACHED

*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations.

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Agency Code: 02543
Irvin B. Green & Associates Inc.
26600 Ace Avenue
Leesburg, FL 34748
MJR 08/30/2019

By _____
Authorized Representative

S1100(09/2016)

COMMERCIAL LINES COMMON POLICY DECLARATIONS
SCHEDULE OF FORMS AND ENDORSEMENTS

POLICY NUMBER:	NAMED INSURED:
PAV0207675	A1 EXTREME CLEANING LLC

Form / Endorsement No. / Edition Date

COMMON POLICY

S1100	[09-16]	PENN-AMERICA COMMON POLICY DECLARATIONS
IL0017	[11-98]	COMMON POLICY CONDITIONS
IL0021	[09-08]	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT
EAA230	[02-15]	SERVICE OF SUIT
EAA100	[01-12]	IN WITNESS CLAUSE
EAA146	[12-09]	TERRORISM EXCLUSION
EAA274	[05-14]	LIMITATION OF COVERAGE DUE TO NONCOOPERATION WITH PREMIUM AUDIT
EAA275	[05-14]	SPECIFIED DESIGNATED WORK AND ONGOING OPERATIONS EXCLUSION
S1003	[08-91]	MINIMUM EARNED PREMIUM
S2002	[08-02]	COMBINED PROVISIONS ENDORSEMENT
S2033	[03-14]	LEAD CONTAMINATION EXCLUSION
S2041	[03-14]	LIMITATION OF COVERAGE TO DESIGNATED CLASSIFICATIONS OF OPERATIONS
S2112	[01-05]	LIMITED OVERSPRAY COVERAGE
IL0003	[09-08]	CALCULATION OF PREMIUM
IL0985	[01-15]	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

COMMERCIAL GENERAL LIABILITY

S2000	[06-01]	GL COVERAGE PART DECLARATIONS
S2001	[10-13]	SUPPLEMENTAL GL DEC 1
CG0001	[04-13]	CGL COVERAGE FORM
CG0300	[01-96]	DEDUCTIBLE LIABILITY INSURANCE
CG2033	[04-13]	AI - OLC - AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU
CG2107	[05-14]	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA-RELATED LIABILITY - LIMITED BODILY INJURY EXCEPTION NOT INCLUDED
CG2109	[06-15]	EXCLUSION - UNMANNED AIRCRAFT
CG2147	[12-07]	EMPLOYMENT RELATED PRACTICES EXCL
CG2155	[09-99]	TOTAL POLLUTION EXCLUSION WITH A HOSTILE FIRE EXCEPTION
CG2167	[12-04]	FUNGI OR BACTERIA EXCLUSION
S2154	[04-08]	ADDITIONAL INSURED PROVISION
CG2186	[12-04]	EXCLUSION - EXTERIOR INSULATION AND FINISH SYSTEMS
CG2196	[03-05]	SILICA OR SILICA-RELATED DUST EXCLUSION
CG2293	[04-13]	LAWN CARE SERVICES COVERAGE
CG2426	[04-13]	AMENDMENT OF INSURED CONTRACT DEFINITION
EPA1631	[01-18]	TOTAL EXCLUSION - PROFESSIONAL SERVICES
EPA1719	[01-14]	BLANKET WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Stock Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART

DECLARATIONS

POLICY NUMBER: PAV0207675

1. **NAMED INSURED:** A1 EXTREME CLEANING LLC

2. **LIMITS OF INSURANCE - INSURANCE APPLIES ONLY FOR COVERAGE FOR WHICH A LIMIT OF INSURANCE IS SHOWN.**

General Aggregate Limit (Other than Products/Completed Operations)	$ 2,000,000
Products/Completed Operations Aggregate Limit	$ Included
Each Occurrence Limit	$ 2,000,000
Personal & Advertising Injury Limit	$ 2,000,000
Damage to Premises Rented to You Limit	$ 100,000 any one premises
Medical Expense Limit	$ 5,000 any one person

3. **LOCATIONS** of all premises you Own, Rent, or Occupy

	Address	City	State	Zip
No. 1	1 692 Orista Dr	Davenport	FL	33897

4. CLASS **	Code / Exposure	PREMIUM BASIS	RATES Prod/CO	RATES All Other	ADVANCE PREMIUM Prod/CO	ADVANCE PREMIUM All Other
** If Classifications are Numbered, the coverage applies to the corresponding Location No.						
No. 1 Bldg 1 96816 Janitorial Services	p)	19,710	Incl	20.404	Included	402.00
No. 1 Bldg 1 91523 Cleaning - Outside surfaces of buildings and other exterior surfaces	p)	1,000	Incl	210.746	Included	211.00
No. 1 Bldg 1 91405 Carpet, Rug, Furniture or Upholstery Cleaning - on customers premises	p)	10,690	Incl	26.250	Included	281.00
No. 1 Bldg 1 97047 Landscape Gardening	p)	1,000	Incl	11.492	Included	154.00
No. 1 Bldg 1 97050 Lawn Care Services	p)	1,000	Incl	8.825	Included	152.00

** If Classifications are Numbered, the coverage applies to the corresponding Location No.

TOTAL: $ 2,300.00

(s) gross sales - per $1000 (c) total cost - per $1000 (m) admissions - per 1000 (e) each
(p) payroll - per $1000 (a) area - per 1000 sq. ft. (u) units (o) other
(t) see classification notes in company or ISO Commercial Lines Manual

5. **Policy may be AUDITABLE**

6. **SPECIFIC GENERAL LIABILITY FORMS/ENDORSEMENTS**
As per S1007 [12-00]

This page alone does not provide coverage and must be attached to a Commercial Lines Common Policy Declarations Common Policy Conditions, Coverage Part Coverage Form(s) and any other applicable forms and endorsements.

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SUPPLEMENTAL DECLARATIONS

Stock Company

POLICY NUMBER: PAV0207675

NAMED INSURED: A1 EXTREME CLEANING LLC

NO. LOCATIONS of all premises you Own, Rent, or Occupy

NO.	CLASS	PREMIUM BASIS. Code / Exposure		RATES Prod/ CO	RATES All Other	ADVANCE PREMIUM Prod/ CO	ADVANCE PREMIUM All Other
1	Bldg 1 AI - Blanket	e)	1	Incl	200.000	Included	200.00
1	Bldg 1 AI Primary & Non Contributory	e)	1	Incl	50.000	Included	50.00
1	Bldg 1 Blanket Waiver of Subrogation	e)	1	Incl	100.000	Included	100.00
1	Bldg 1 Increased GL Limit	o)	1	Incl	Flat	Included	750.00

Total Premium This Page $ See Form S2000

Accumulative Total $ for Total Premium

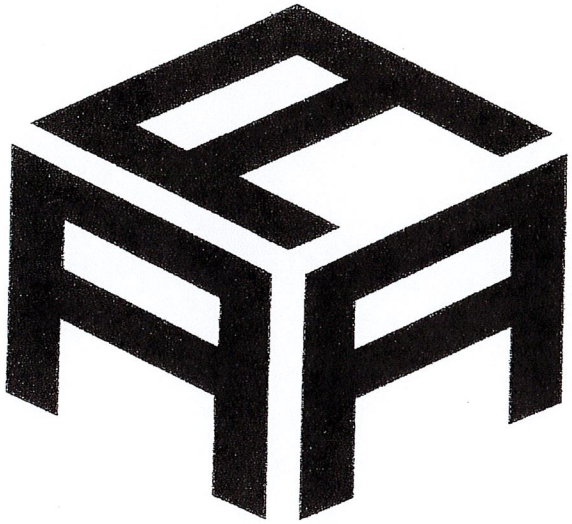
(s) gross sales - per $1000 (c) total cost - per $1000 (m) admissions - per 1000 (e) each
(p) payroll - per $1000 (a) area - per 1000 sq. ft. (u) units

Policy may be AUDITABLE

SPECIFIC GENERAL LIABILITY FORMS/ ENDORSEMENTS

This page alone does not provide coverage and must be attached to a Commercial Lines Common Policy Declarations Common Policy Conditions, Coverage Part Coverage Form(s) and any other applicable forms and endorsements.
S2001 (10/ 2013)

AAA FACILITY SOLUTIONS



FACILITY
SOLUTIONS

A leader in facility maintenance
because
we don't cut corners we clean them

ABOUT AAA FACILITY SOLUTIONS LLC

AAA Facility Solutions LLC was started by Oscar Castro on February 28, 2017. His goal was to Start a business that could help others while providing guidance to others. After previously working in facility and hospitality services as a general manager and VP of Sales, Oscar realized that facility maintenance, is not just about the building, but more importantly it's about the people who are within the building.

We are a fully insured and bonded firm that serves the commercial and residential of the North East. Our services are provided across an area that spans New York, New Jersey, Connecticut, and Pennsylvania.

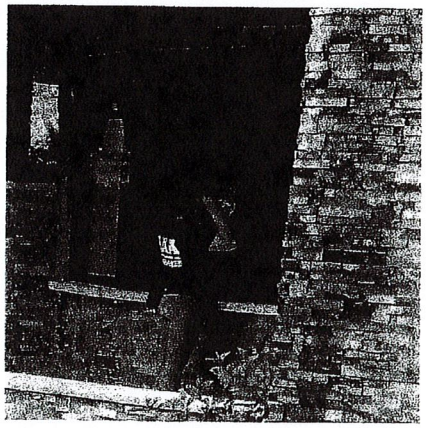
What differentiate us from our large-scale competitors? We always provide a customized solution that is tailored to each of your specific needs and requirements. Our primary objective is to maintain the safety of the client, our staff, and the community's in which we serve. We will always provide our clients with the best industry leading processes and a highly skilled and trained staff.

OUR MISSION

The aims of AAA Facility Solutions is to provide our clients with a cost-effective building management solution that is focused on the customer's needs. We deliver the highest level of workmanship and customer service at all levels of the business, and are continually raising the bar through innovation, training, and technology.

PEOPLE

Our personnel are fully vetted, trained, and uniformed. Each member of our staff goes through training and a skill-checking process in conjunction with the specific project specifications for your facility. They are each given pocket-sized job cards specifically designed to include their individual responsibilities as well as the SLAs.



A timekeeping and payroll system will be put in place to ensure accurate compensation of the personnel assigned to your facility as a means of performance and attendance guarantees. A regional supervisor will periodically visit the site to ensure this system is running correctly and accurately as well as handling any emergency issues, complaints and any other matters that require immediate attention.

SALES

The Sales department has over 28 years of experience in facility management sales. We realize the first contact with AAA is our sales department. That is why we strive to ensure our sales team is the best in the business, they have extensive training and knowledge, so you don't have to. Frank will handle the scheduling of any special work such as rug shampooing, stripping/waxing, etc.

PRODUCTS

Our number one goal is to provide a clean and healthy atmosphere for you, your employees, and the visitors to your facility. We are committed to using green products and processes when possible.

AAA Facility Solutions strives to create long term partnerships with our clients who share our vision for success and innovation. We realize the products our cleaning technicians use represent who AAA is and what we are about. For that reason, our preferred chemical to use is Envirox's $H_2Orange_2$ Concentrate 117. Envirox was the first patented hydrogen peroxide cleaning technology, $H_2Orange_2$, which revolutionized the green cleaning industry.



The patented original formula combines cold-pressed Orange Oil and hydrogen peroxide to clean, deodorize, degrease and sanitize any water-safe surface. Envirox's incredibly versatile technology allows us to replace dozens of expensive specialty cleaners, reduce surface damage and staff injury, saving on costly repairs and workers' compensation that other more harmful products may cause.

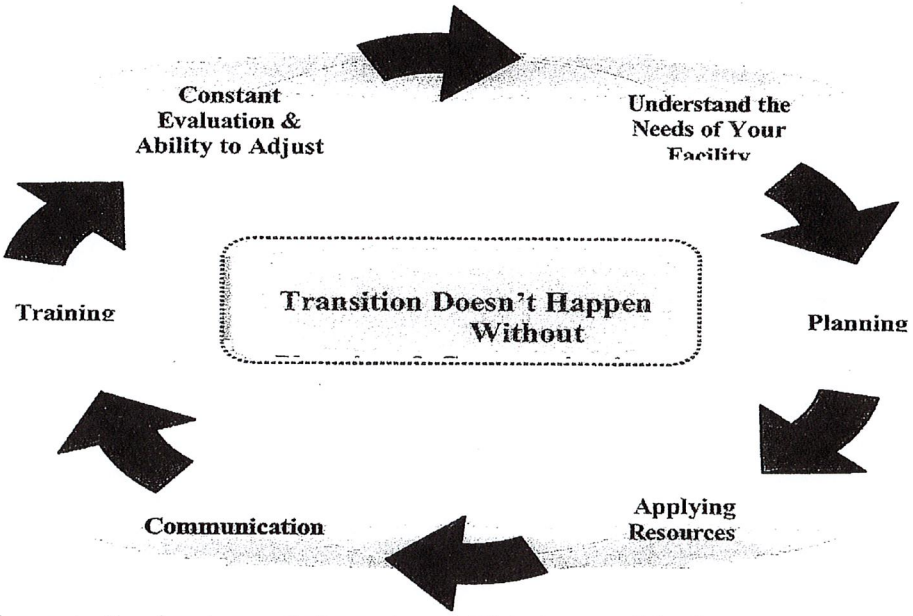
Of course, being committed to a green process isn't just about the chemicals used. We also use microfiber towels that are washed and reused, this cuts down on wasted of paper towels and other materials.

PROCESS

AAA will provide a seamless transition from your current janitorial services to our janitorial team without interruption of services to your facility.
our employees are trained in using all of our equipment and products and are uniformed as well as given the proper tools to adequately reach the specifications of the SLA.

TRANSITION PLAN

The purpose of our transition planning is to layout the tasks and activities that need to take place to efficiently deliver a SEAMLESS transition of the project from the



award phase to the implementation phase. This is possible the most important step for AAA. The transition plan allows AAA to be sure you as the customer get the services

you require with as little disruption to you as possible. AAA wants to be sure that when we assume responsibility for your facilities all your needs are met.

Our transition plan identifies the transition team, its organization and each person's responsibilities. The plan also identifies the tools, techniques, and methodologies that are needed to perform a quick and efficient transition. Special attention is given to contingency planning and risk mitigation.

CONCLUSION

We look forward to supporting you and your teams' efforts to improve the facility maintenance. Thank you for taking the time to read this pamphlet and learn what it is that made AAA Facility Solutions what it is today. Should you wish to learn more or set up a meeting with one of our Sales representatives, please don't hesitate to contact us at (201) 881-0828. We look forward to earning your business, but more importantly you and your teams trust.

Respectfully,

Oscar Castro

Oscar Castro
President

FACILITY SOLUTIONS

REFERENCES LIST

FirstService Residential
South Florida High-Rise
6917 Collins Ave.
Miami Beach, FL 33141

Angie Guido
(305) 867-9998 ext. 7002

PSONJ
1 Sears Dr. #306
Paramus, NJ 07652

Cindy Sarreshtedari
Office Manager
(201) 830-2287 Opt. 2

Red Line Group
15 Wall St.
Lyndhurst, NJ 07071

Anthony Wolsko
President
(973) 464-9691

Guttenberg Board of Education
301 69 St.
Guttenberg, NJ 07093

Jolene Mantineo
(201) 245-3323

Montclair State University
1 Normal Ave.
Montclair, NJ 07043

Arthur Orgerra
(973) 985-9393

Galloping Hill
3 Golf Drive
Kenilworth, NJ 07033

Armando Sanchez
Director of Recreational Facilities
(908) 603-7987

Borough of Metuchen
500 Main St.
Metuchen, NJ 08840

Jay Muldoon
Borough Administrator
(732) 632-8509

Maywood Tennis Club
263 W. Passaic St.
Maywood, NJ 07607

Marvin Benzing
Manager
(201) 843-2022

SERVICES PROVIDED

- Janitorial
- Security
- Landscaping
- Handyman
- Pool maintenance and safety
- Installation of carpet, tile, wood flooring, LVT, and VCT
- VCT, LVT, and wood flooring maintenance
- Floor scrubbing
- Window cleaning, including high rise building interior and exterior
- Grout cleaning
- Polishing of brass fixtures
- Acid washing
- Exterior power-washing
- Provide cleaning chemicals
- Provide consumables (e.g. soaps, wastebasket liners, toilet paper, paper towels)
- Striping and waxing of VCT tiles with approved floor finish
- Shampooing of carpets
- Marble floor polishing (with approved products)
- Snow removal
- Construction site cleaning
- Post construction clean-up

If you have specific needs do not hesitate to ask

City of Opa-locka

RFP NO: 20-0225100

REQUEST FOR PROPOSAL (RFP)

JANITORIAL MAINTENANCE SERVICES

CITY OF OPA LOCKA 780 FISHERMAN STREET OPA-LOCKA, FLORIDA 33054

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 20-0225100

Janitorial Maintenance Services

Sealed Proposals for Janitorial Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, February 25, 2020 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Janitorial Maintenance Services.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 20-0225100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 20-0225100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **February 5, 2020 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

1.1 Introduction

The City of Opa-locka is requesting cost proposals for Janitorial Services For 780 Fisherman Street on a daily basis, Monday through Friday, in the afternoon.

The Opa-locka Municipal Complex, 780 Fisherman Street

- **1st Floor Common Areas – Entryway, Hallways, Restrooms**
- **1st Floor Utility Billing Department – Entire Office Area**
- **1st Floor MDC Utility Billing Department – Entire Office Area**
- **1st Floor Information Technology Department – Entire Office Area**
- **1st Floor Career Source – Entire Office Area**
- **2nd Floor Common Areas – Entryway, Restrooms**
- **3rd Floor Common Areas – Entryway, Hallways, Restrooms**
- **3rd Floor Police Department – All Individual Offices**
- **4th Floor Common Areas – Entryway, Restrooms**
- **4th Floor – All Individual Offices**

1.2. DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1.3. PROPOSAL SUBMISSION AND WITHDRAWAL

The City must receive all proposals in a sealed envelope by 1:00 p.m. on February 25, 2020. The proposals shall be submitted at the following address:

CITY OF OPA-LOCKA

Office of the City Clerk

780 Fisherman Street, 4th Floor

Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows:
RFP NO: 20-0225100 Janitorial Maintenance Services.

The package shall also include the Proposer's return address. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1.4. INQUIRIES

The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. Proposers may e-mail their requests to the attention of the City Clerk at jflores@Opalockafl.gov. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1.5. ADDENDUM

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication prior to the opening of the proposals.

1.6. CONTRACT AWARDS

The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified,

approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1.7. CONTRACTUAL AGREEMENT

This RFP and Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1.8. SELECTION PROCESS

The proposals will be evaluated and assigned points. The company with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1.9. PUBLIC RECORDS

Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1.10 LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.11. **PUBLIC ENTITY CRIMES**

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1.12. **CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.13. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1.14. **CONE OF SILENCE**

"Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or bid.

Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Opa-locka Ordinance (Ord. No. 16-08, § 2). From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly notices public meeting, or communications in writing at any time with any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address as listed in Section 1.3 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1.15. PERMITS AND TAXES

The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.16. PROTESTS

Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1.17. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein as set forth below. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City must be listed as an additional insured (this may be specifically limited to the specific job(s) the vendor will be performing);

5. Minimum 30-day written notice of cancellation.

1.18. LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP NO: 20-0225100 submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.19. INDEMNIFICATION

The work performed by the vendor shall be at the risk of the vendor exclusively. To the fullest extent permitted by law, the vendor shall indemnify, defend (at the vendor's sole expense) and hold harmless the owner, joint ventures, representatives, members, designees, officers, directors, employees, agents, successors and assigns ("indemnified parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs) ("claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this agreement by the vendor or its agents. These indemnity and defense obligations shall apply to any acts or missions, negligent or willful misconduct of the supplier, its employees, or agents, whether active or passive. The vendor shall not be obligated to indemnify or defend the owner for claims found to be due to the sole negligence or willful misconduct of the indemnified parties. The vendor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter which are indemnified hereunder are fully and finally barred by applicable laws.

1.20. RISK OF LOSS, DESTRUCTION, OR DAMAGE

The City will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the City.

1.21. NON-COLLUSION AFFIDAVIT

The vendor, in accordance with Miami-Dade County requirements, must sign an affidavit of non-collusion which has been attached hereto. This document must be signed and returned with the bid response.

1.22. TERMINATION FOR CONVENIENCE

A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1.23. PROPOSAL SCHEDULE

The following Schedule of Key Events and Dates represents the City's best estimate of the schedule that shall be followed.

The City reserve the right, at its sole discretion, to adjust this schedule as it deems necessary. The City will make a good faith effort to notify potential vendors of adjustments to the Schedule; however, ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

KEY DATES

Event	Date	Time
RFP Release date	Sunday, January 26, 2020	
Mandatory Pre-Bid Meeting	Wednesday, February 5, 2020	10:00 a.m.
Last Date for Receipt of Written Questions	Monday, February 17, 2020	5:00 p.m.
Deadline for Proposal Submission	Tuesday, February 25, 2020	1:00 p.m.
Evaluation Committee Meeting	To Be Determined	TBD

Address for RFP Package Delivery

Proposals must be received by the office of:

Office of the City Clerk
780 Fisherman Street 4th
Opa-locka, Florida 33054

1.24. LATE PROPOSALS

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Firms submitting proposals are fully responsible for their delivery. Reliance upon mail or mail carriers is at the firm's risk.

1.25. ADDENDUM

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at www.Opalockafl.gov (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City

Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

1.26. OPENING OF PROPOSALS

The City intends to open Proposals in public.

1.27. CITY RIGHTS

CITY reserves the right to reject any or all proposals and to waive any informality in proposals received. CITY also reserves the right to reject proposals from companies who have previously failed to perform properly or complete on time contracts for CITY, or a proposal where investigation shows that the proposing company is not in a position to successfully perform the contract, in the judgment of CITY.

CITY reserves the right to reject a proposal, regardless of price and conditions, where the proposed terms and/or conditions are deemed unacceptable to CITY. This Request for Proposals does not commit CITY to award a contract, to pay for any costs incurred in preparation of a proposal, nor contract for services.

1.28. PROPOSAL SUBMISSION FORM AND CONTENTS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

1.29. QUALIFICATIONS

Contractors shall be in the business of janitorial maintenance services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services is awarded a Contract. Contractor must demonstrate that they are the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one public entity similar in size and complexity to the City of Opa-locka or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Contractor shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive is required that all Bidders enclose with their sealed bids the following information:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for Janitorial Services now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.

Those parties deemed to be qualified to service this contract shall be judged on their past performance and present ability to provide all labor, materials, and equipment to successfully fulfill the provisions of this contract.

1.30. **COMPANY QUALIFICATIONS**

- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in Janitorial and Maintenance services for public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits.

1.31. **PERSONNEL MANAGEMENT REQUIREMENTS:**

- Managers must have excellent communication skills and be capable of directing all regular janitorial maintenance services and coordinating these with the designated City of Opa-locka staff.
- Managers shall constantly use their experience and training to prevent, detect and control adverse conditions by physically inspecting the locations and properly guiding janitorial services.
- Managers shall have internet access to provide correspondence via E-mail to City designated staff.

1.32. **TECHNICAL SERVICES:**

- To provide an adequate number of personnel specifically trained and experienced in Janitorial Services.

1.33. **SCOPE OF WORK:**

DAILY

- Empty all trash receptacles, replace liners, and remove trash to a collection point.
- Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed.
- Toiles and urinals to be cleaned and sanitized inside and outside.
- Toilet seats wiped clean on both sides.
- Report any restroom repairs needed to the Building Manager.
- Pour fresh water down floor drains to refresh water in sewer lines.
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum walk off mats and traffic lanes.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe light switches and doors.
- Clean drinking fountains

MONTHLY

- Spot treat soiled carpet areas.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Thoroughly wash windows (interior and exterior on all floors) and partition glass on both sides.
- Dust window blinds.

QUARTERLY

- Machine strip all tile floors

The Vendor will be responsible for supplying all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper.

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

1.34. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Janitorial Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.35. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

Proposals will be evaluated and negotiated in accordance with the evaluation criteria described herein. Subject to CITY's right to reject any or all proposals, the Proposer whose proposal is found, in CITY's sole discretion, to be most advantageous to the CITY will be selected. The City will select the proposal that offers the best service plan and terms for CITY. Therefore, contractors are encouraged to submit proposals that provide their best possible service and compensation guarantee to the City. Award of the Contract is not valid until authorized by the CITY Board of Commissioners.

CITY will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the City as outlined in this RFP. CITY's evaluation team will review the technical proposals individually and meet as a group. The evaluation team meeting will be open to the public.

1.36 EVALUATION CRITERIA

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing janitorial services 2. Qualifications and experience of assigned staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
Price Proposal 1. Cost of proposed services 2. Value of added services	35
Resources and approach 1. Adequate resources (financial, equipment, facilities) 2. Capability to undertake the required performance period 3. Proposed plan and approach to fulfilling scope	30
References Containing at least three agencies.	10
TOTAL	100

1.37. LITIGATION

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

1.38. GENERAL CONDITIONS

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: AAA FACILITY SOLUTIONS

   Address: 6917 COLLINS AVE #1110

   City, State, Zip: M BEACH FL 33141 Phone/Fax: 786-383-2174

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 2016 State in which Incorporated: NJ

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**
   OSCAR CASTRO PRESIDENT 2016

6. The length of time in business: 4 years

7. The length of time (continuous) in business as a service organization in Florida: 3 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 61,999.00

SUBMITTED THIS 24 DAY OF FEB ~~2019~~. 2020

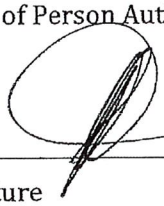
BID SUBMITTED BY:

AAA FACILITY SOLUTIONS
Company

786 - 383 - 2174
Telephone Number

OSCAR CASTRO
Name of Person Authorized to Submit Bid

201- 881-0832
Fax Number


Signature

AAAFACILITYSOLUTIONS@gmail.com
Email Address

President
Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name OSCAR CASTRO

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by OSCAR CASTRO the
(Name)
PRES. of AAA PACIFIC SOLUTIONS
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/24/2020
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

OSCAR CASTRO **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Pres.

(Owner, Partner, Officer, Representative or Agent) of

AAA SOLUTIONS the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____
Signature

OSCAR CASTRO Pres
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By:_____

Title:_____

Sworn and subscribed before this

20 day of February, 2020

_____

Notary Public, State of Florida

Francis Novack

(Printed Name)

FRANCIS J NOVACK
NOTARY PUBLIC OF NEW JERSEY
COMM. # 50058704
MY COMMISSION EXPIRES 4/13/2022

My commission expires:_____

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-01

1. Square footage
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

2. This year's budget
   Approximately $67,000 per year.

3. Last year's bid award
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-02

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1. I would like to know if companies from NY are allowed to bid on this.
   Companies from New York are allowed to bid, however the company must have a local office.

2. Who is the current vendor and annual price?
   Abdiel Construction Cleaners of South Fla Inc. and the approximate annual price is $67,000 per year.

3. Could you please provide me with the previous tally sheet for the above project if this is not the first time this work has not been completed.
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-03

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1. What is the current janitorial service monthly cost for the services outlined in the RFP?
   The current vendor monthly cost is $5,551.60.

2. Could you please provide copy of the janitorial maintenance invoices for the last 6 months?
   Invoices are attached.

3. Who is the current janitorial service provider?
   Abdiel Construction Cleaners of South Fla Inc.

4. What is the annual budget for the services outlined in the RFP?
   Approximately $67,000 per year.

5. Is the current scope same or different from the scope outlined in this RFP?
   The scope of services are the same, however it's more defined in the RFP document.

6. What is the contract term? B. Are cost adjustments allowed after completion of the initial contract term for optional renewal years?
   The initial term of the contract shall be three (3) years with an option to renew two (2) additional one-year renewal intervals if both parties agree in writing. Cost adjustments may be considered at the time of renewal.

7. What is the cleanable square footage and breakdown of the floor work: VCT, Tile, and carpet?
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

8. What is the service frequency and service hours?
   Please refer to page 2 of the RFP document.

9. Who will provide consumable products such as toilet tissue, paper towels, soap, liners?
   Please refer to page 12 of the RFP document.

10. What are the holidays when service is not provided?
    Minimal services are still required during the holidays due to fact that our Police Department is a 24 hour operation.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-04

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1. With the window cleaning is a lift being used to clean the exterior windows on the top floors? Or is this the door windows.
   Do to the height of the building a lift will need to be used by the vendor in order to clean the exterior windows on the 1st, 2nd, 3rd, and 4th floors.

2. Please advise how there are two different invoices for the same month. Is one for services and one for supplies.
   The invoice in the amount of $430.00 is for the 1st Floor Miami-Dade County Office and the invoice in the amount of $5,121.60 is for the remaining areas.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-05

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1. Exterior windows need to be clean every month or quarterly?
   Exterior windows must be cleaned every month. Please refer to page 12 of the RFP document.

2. Police Department cleaning frequency seven days per week or five days?
   Janitorial service will be provided to ALL areas, including the Police Department on a daily basis, Monday through Friday in the afternoon. Please refer to page 3 of the RFP document.

3. How many workers are required to service the 780 Fisherman Street building?
   The amount of staff is solely at the discretion of the company. Please use your judgement to determine how many people you will need to fulfill the scope of services in a timely manner.

4. What are the work hours from noon till?
   We would like for you to start with the common areas at 3:00 p.m. and the individual offices at 4:00 p.m.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-06

1. Will carpet cleaning be an extra or is it in the same budget city is proposing?
   Spot treat soiled carpet areas is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

2. Cleaning windows from exterior from 1st floor to 4th floor, will that be an extra or in same budget?
   Thoroughly wash windows (interior and exterior on all floors) is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

3. Does the current company use a lift to perform current window cleaning services monthly as indicated in the RFP?
   The current company does not provide those services as it was not included in their scope, however we have implemented it in the current RFP.

4. What is the height of the facility?
   The building height is 56ft.

5. What is the average monthly paper usage?
   The current vendor provides all cleaning supplies, therefore the City does not have a count of how much paper is being used.

6. How many people currently service the facility?
   The City is contracted with one company and that company is responsible for hiring staff as needed to fulfill the services.

Invoice

Number	1271
Date	8/12/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/AUGUST

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR AUGUST, 2019		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$5,121.60	$430.00	$430.00	$0.00	$5,981.60

Invoice

Number	1272
Date	8/12/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/AUGUST

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR AUGUST		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$430.00	$430.00	$430.00	$0.00	$1,290.00

Invoice

Number	1274
Date	9/9/2019

Bill To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

Ship To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

PO Number	Terms	Customer #	Service Rep	Project
		CITY OF OPALOCKA	ACCOUNTS RECEIV	JANITORIAL/AUGUST

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR SEPT, 2019		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$10,243.20	$0.00	$0.00	$0.00	$10,243.20

Invoice

Number	1273
Date	9/9/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/AUGUST

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR THE MONTH OF SEPT, 2019		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$860.00	$0.00	$0.00	$0.00	$860.00

Invoice

Number	1278
Date	10/4/2019

Bill To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

Ship To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

PO Number	Terms	Customer #	Service Rep	Project
		CITY OF OPALOCKA		JANITORIAL/OCTOB

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR OCTOBER, 2019		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$10,243.20	$0.00	$0.00	$0.00	$10,243.20

Invoice

Number	1279
Date	10/4/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/OCTOB

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR OCTOBER, 2019		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$860.00	$0.00	$0.00	$0.00	$860.00

Invoice

Number	1283
Date	11/7/2019

Bill To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

Ship To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

PO Number	Terms	Customer #	Service Rep	Project
		CITY OF OPALOCKA		JANITORIAL/NOVEM

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR THE MONTH OF NOVEMBER, 2019		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$5,121.60	$5,121.60	$0.00	$0.00	$10,243.20

Invoice

Number	1284
Date	11/7/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/NOVEM

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR NOVEMBER, 2019		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$430.00	$430.00	$0.00	$0.00	$860.00

Invoice

Number	1291
Date	12/5/2019

Bill To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

Ship To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

PO Number	Terms	Customer #	Service Rep	Project
		CITY OF OPALOCKA		JANITORIAL/DECMB

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR DECEMBER, 2019/ 780 FISHERMAN ST		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$15,364.80	$0.00	$0.00	$0.00	$15,364.80

Invoice

Number	1293
Date	12/5/2019

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/DECEM

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR DECEMBER, 2019		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$1,290.00	$0.00	$0.00	$0.00	$1,290.00

Invoice

Number	1297
Date	1/6/2020

Bill To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

Ship To
CITY OF OPA-LOCKA
TOWNCENTER ONE
780 FISHERMAN ST
OPA-LOCKA, FL, 33054

PO Number	Terms	Customer #	Service Rep	Project
		CITY OF OPALOCKA		JANITORIAL/JANUAR

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR THE MONTH OF JANUARY, 2020		$5,121.60	$5,121.60

Amount Paid	$0.00	Discount	$0.00
Amount Due	$5,121.60	Shipping Cost	$0.00
		Sub Total	$5,121.60
		Total	$5,121.60

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$5,121.60	$5,121.60	$0.00	$0.00	$10,243.20

Invoice

Number	1298
Date	1/6/2020

Bill To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

Ship To
SHAMECCA LAWSON
CITY OF OPA-LOCKA/ WATER DEPT
780 FISHERMAN ST
4TH FLOOR
OPA-LOCKA, FL, 33054
USA

PO Number	Terms	Customer #	Service Rep	Project
				JANITORIAL/JANUAR

Description	Quantity/Hours	Price/Rate	Amount
JANITORIAL SERVICES FOR JANUARY, 2020		$430.00	$430.00

Amount Paid	$0.00	Discount	$0.00
Amount Due	$430.00	Shipping Cost	$0.00
		Sub Total	$430.00
		Total	$430.00

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
$430.00	$1,290.00	$0.00	$0.00	$1,720.00

ABDIEL CONSTRUCTION

Professional Janitorial Service Proposal

Prepared for:

CITY OF OPALOCKA, FLORIDA

780 FISHERMAN ST
OPALOCKA, FLORIDA 33054

Submitted By:

Abdiel Services

Abdiel Construction Cleaners of South FL Inc.
7777 DAVIE ROAD EXT
SUITE 302-B
HOLLYWOOD , FLORIDA 33024
Olga Larios
President
(305)763-2881
olgalarios@abdielservices.com

February 24, 2020

Abdiel Services
7777 DAVIE ROAD EXT
SUITE 302-B
HOLLYWOOD , FLORIDA 33024

February 24, 2020

SHA'MECCA LAWSON
CITY OF OPALOCKA, FLORIDA
780 FISHERMAN ST
OPALOCKA, FLORIDA 33054

Dear SHA'MECCA ,

Subject: Janitorial Service Proposal - CITY OF OPALOCKA, FLORIDA, 780 FISHERMAN ST, OPALOCKA, FLORIDA 33054

Thank you for allowing Abdiel Construction Cleaners of South FL Inc to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thanks!

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Abdiel Construction Cleaners of South FL Inc, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Abdiel Construction Cleaners of South FL Inc, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Olga Larios
President

CITY OF OPALOCKA, FLORIDA

Professional Janitorial Service Proposal

General

Abdiel Construction Cleaners of South FL Inc agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Abdiel Construction Cleaners of South FL Inc agrees to furnish such cleaning service for a period of two years, the dates yet to be agreed upon.

Compensation

5 days per week Professional Cleaning Service Program: **$5,550.25/mo.**

Special Services

Carpet cleaning is available - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Machine Strip all floors- Price quoted upon request.

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: $0.00

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

Upon request, the cleaning crew will perform duties on holidays observed by the customer. Abdiel Construction Cleaners of South FL Inc is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 15 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

Abdiel Construction Cleaners of South FL Inc will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap.

Abdiel Construction Cleaners of South FL Inc will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.
Abdiel Construction Cleaners of South FL Inc will add or replace hand towel dispensers, paper towel dispensers at no extra cost for Opalocka City Hall (4th Floor).

Equipment

Abdiel Construction Cleaners of South FL Inc will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Insurance

Abdiel Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation
- Bonding

Employee Status

Personnel supplied by Abdiel Construction Cleaners of South FL Inc are deemed employees of Abdiel Construction Cleaners of South FL Inc and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Abdiel Construction Cleaners of South FL Inc. is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law

Our Philosophy

Abdiel Construction Cleaners of South FL Inc. is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Do you want your home or office to be neat and tidy?
We will make your world spotless!!

Every project is different. Every client is special.

We offer professional quality cleaning with a personal touch, experience a healthier cleaner space, experience complete peace of mind.

We specialize in commercial and residential cleaning.
One call makes a difference, one call cleans it all !!!

Term

The term of this agreement shall be for a period of two (2) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20___, by and between Abdiel Construction Cleaners of South FL Inc, with its principal place of business located at 7777 DAVIE ROAD EXT, SUITE 302-B, HOLLYWOOD , FLORIDA 33024 and CITY OF OPALOCKA, FLORIDA with its principal place of business located at 780 FISHERMAN ST, OPALOCKA, FLORIDA 33054.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

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IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Abdiel Services	CITY OF OPALOCKA, FLORIDA
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____

Title: _____ Title: _____

References

ALLEGIANCE CRANE & EQUIPMENT
777 S. ANDREWS AVE
POMPANO BEACH, FL 33069 — JAMIE HARRISON — 954-973-3030

TOBIN PROPERTIES
1101 HILLCREST DR
HOLLYWOOD, FLORIDA 33021 — KENIA QUINTANA — 954-815-2342

CITY OF OPALOCKA
780 FISHERMAN ST
OPALOCKA, FL 33054 — SHAMECCA LAWSON — 305-401-5807

HACKLEY & ROBERTSON ATTORNEYS
5954 NW 74 TERR
PARKLAND, FL 33067 — SUMMER ROBERTSON — 954-821-6540

ROBIN FISHER (residential customer)
2711 S. OCEAN DR
HALLANDALE BEACH, FL 33019 — ROBIN FISHER — 401-578-5701

CHAMPION PAINTING SPECIALTY
130 SW 22ND ST
FORT LAUDERDALE, FL 33315 — JENNY GUZMAN — 954-462-9079

Job Specifications

Entrances 4th floor

Task Description	Service Days
Detail Dust - High And Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Entrances 3rd floor

Task Description	Service Days
Detail Dust - High And Low Areas	5 days/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.

Lobbies

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	5 days/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	5 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	As needed
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Offices Opalocka water

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Every other wk.

Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	1 day/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	2 days/wk.

Hallways Workforce area

Task Description	Service Days
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
kitchen area that belongs to workforce	5 days/wk.

Hallways IT Help area

Task Description	Service Days
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Offices IT Help area

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Detail Dust - High And Low Areas	Every other wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	1 day/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	2 days/wk.

Offices Workforce

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	2 days/wk.
Detail Dust - High And Low Areas	Every other wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	2 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	2 days/wk.

Offices Miami Dade Water

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	2 days/wk.
Detail Dust - High And Low Areas	Every other wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	1 day/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	2 days/wk.

Lunchrooms 3rd floor

Task Description	Service Days
Detail Dust - High And Low Areas	Every other wk.
Spot Clean Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Lunchrooms 4th floor

Task Description	Service Days
Detail Dust - High And Low Areas	Every other wk.
Spot Clean Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Offices Police Dept

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	Every other wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	1 day/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Spot Clean Carpet, i.e. Spills	As needed
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.

Conference Rooms

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	3 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.

Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	As needed
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	5 days/wk.

Hallways 2nd floor

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.

Hallways 4th floor

Task Description	Service Days
Detail Dust - High And Low Areas	Every other wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.

Offices 4th floor

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Every other wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	2 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	5 days/wk.

Hallways 3rd floor

Task Description	Service Days
Detail Dust - High And Low Areas	2 days/wk.
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.

Restrooms

Task Description	Service Days
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Clean All Ceiling Vents	1 day/wk.
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Lunchrooms 1st floor

Task Description	Service Days
Detail Dust - High And Low Areas	Every other wk.
Spot Clean Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.

Other Requirements

Task Description	Service Days
Site Supervision	5 days/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.
Damp Mop Elevator Floor, Clean And Polish Brightwork	5 days/wk.
Empty And Remove Trash	5 days/wk.

Measurement Summary

	Square Footage				
Area	**Carpet**	**Waxable**	**Non-wax**	**Wood**	**Total**
Entrances 4th floor	---	---	200.0	---	200.0
Entrances 3rd floor	---	---	696.8	---	696.8
Lobbies	---	---	800.0	---	800.0
Offices Opalocka water	---	---	110.0	---	110.0
Hallways Workforce area	---	---	80.0	---	80.0
Hallways IT Help area	---	500.0	---	---	500.0
Offices IT Help area	---	---	175.0	---	175.0
Offices Workforce	---	520.0	---	---	520.0
Offices Miami Dade Water	---	---	905.3	---	905.3
Lunchrooms 3rd floor	---	---	57.0	---	57.0
Lunchrooms 4th floor	---	---	127.5	---	127.5
Offices Police Dept	5,193.2	---	---	---	5,193.2
Conference Rooms	125.0	---	---	---	125.0
Hallways 2nd floor	---	---	640.0	---	640.0
Hallways 4th floor	---	---	110.0	---	110.0
Offices 4th floor	16,784.0	---	---	---	16,784.0
Hallways 3rd floor	2,250.0	---	---	---	2,250.0
Restrooms	---	---	4,927.2	---	4,927.2
Lunchrooms 1st floor	---	---	160.0	---	160.0
Totals:	**24,352.2**	**1,020.0**	**8,988.8**		**34,361.0** sq ft

The information contained in this report is an estimate only.

Area Hours Summary

Area	Avg./Day
Entrances 4th floor	0.1 hrs.
Entrances 3rd floor	0.4 hrs.
Lobbies	0.7 hrs.
Offices Opalocka water	0.1 hrs.
Hallways Workforce area	0.1 hrs.
Hallways IT Help area	0.1 hrs.
Offices IT Help area	0.1 hrs.
Offices Workforce	0.3 hrs.
Offices Miami Dade Water	0.4 hrs.
Lunchrooms 3rd floor	0.2 hrs.
Lunchrooms 4th floor	0.3 hrs.
Offices Police Dept	2.2 hrs.
Conference Rooms	3.0 min.
Hallways 2nd floor	0.4 hrs.
Hallways 4th floor	0.1 hrs.
Offices 4th floor	6.0 hrs.
Hallways 3rd floor	0.7 hrs.
Restrooms	1.0 hrs.
Lunchrooms 1st floor	0.2 hrs.
Other Requirements	2.6 hrs.
Total:	**16.0 hrs.**

CITY OF OPALOCKA, FLORIDA

Professional Window Cleaning Proposal

Compensation

Windows will be Professionally Cleaned In & Out - Monthly: 1,804

Service Schedule

Window cleaning services described in this program will be performed as shown in Work Specifications. Tasks described in the attached specifications will be scheduled for, and performed at, mutually agreed upon date(s) and time(s) yet to be determined.

Every effort will be made to eliminate any work interruption to the customer's normal business schedule and operation.

Invoicing

Invoicing will be itemized according to the window cleaning service(s) described in the attached Work Specifications.

Invoicing will be detailed and submitted promptly to coincide with the completion of all, or part, of the tile maintenance services. Due to the labor intensive nature of window cleaning and its associated payroll requirements, our payment policy is net 15 days.

Supervision

Delivering high quality window cleaning services relies heavily on the contractor's ability to consistently provide properly trained personnel. At Abdiel Construction Cleaners of South FL Inc, necessary personnel and supervision will be furnished to ensure the quality of our window cleaning services.

Supplies

Abdiel Construction Cleaners of South FL Inc, will furnish everything needed to professionally clean your windows including all necessary supplies, cleaning agents, ladders, squegees, equipment etc.

Equipment

Abdiel Construction Cleaners of South FL Inc, will furnish and maintain window cleaning equipment inclusive of but not limited to: ladders, water fed poles WFP, squegees, buckets etc.

If special equipment, such as lifts, are needed - the rental cost will be shown or/ attached on invoice for customer record.

Insurance

Abdiel Construction Cleaners of South FL Inc will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation
- Bonding

Employee Status

Personnel supplied by Abdiel Construction Cleaners of South FL Inc. are deemed employees of Abdiel Construction Cleaners of South FL Inc. and will not for any purpose be considered employees or agents of the customer.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20___, by and between Abdiel Construction Cleaners of South FL Inc, with its principal place of business located at 7777 DAVIE ROAD EXT, SUITE 302-B, HOLLYWOOD , FLORIDA 33024 and CITY OF OPALOCKA, FLORIDA with its principal place of business located at 780 FISHERMAN ST, OPALOCKA, FLORIDA 33054.

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Abdiel Services	CITY OF OPALOCKA, FLORIDA
Signature: _____	Signature: _____
Name: _____	Name: _____
Date: _____	Date: _____
Title: _____	Title: _____

Window Details

Description	Type	Panes	Screens	Grids	HWD
1st					
LONG WINDOWS	Standard	65	--	--	--
2nd					
--	Standard	38	--	--	--
3RD FLOOR	Standard	38	--	--	--
4TH FLOOR	Standard	50	--	--	--

Professional Tile Maintenance Proposal

Prepared for:

CITY OF OPALOCKA, FLORIDA

780 FISHERMAN ST
OPALOCKA, FLORIDA 33054

Submitted By:

Abdiel Services

Abdiel Construction Cleaners of South FL Inc
7777 DAVIE ROAD EXT
SUITE 302-B
HOLLYWOOD , FLORIDA 33024
Olga Larios
President
(305)763-2881
olgalarios@abdielservices.com

February 22, 2020

CITY OF OPALOCKA, FLORIDA

Professional Tile Maintenance Proposal

General

Abdiel Construction Cleaners of South FL Inc, agrees to provide all labor, supervision, material, supplies and equipment necessary to assure performance of specified tile maintenance service for the customer. This shall include all services described in the written specifications attached.

Compensation

Complete Machine Scrubbing and Rinsing of the Flooring - Quarterly:

Complete Hi-Speed Buffing of the Tile - Quarterly:

Complete Tile and Grout Cleaning - Quarterly: 1,981

Service Schedule

Tile maintenance services described in this program will be performed as shown in Work Specifications. Tasks described in the attached specifications will be scheduled for, and performed at, mutually agreed upon date(s) and time(s) yet to be determined.

Every effort will be made to eliminate any work interruption to the customer's normal schedule and operation.

Invoicing

Invoicing will be itemized according to the tile maintenance service(s) described in the attached Work Specifications. Invoicing will be detailed and submitted promptly to coincide with the completion of all, or part, of the tile maintenance services.

Due to the labor intensive nature of tile maintenance and its associated payroll requirements, our payment policy is net 15 days.

Supervision

Delivering high quality tile maintenance relies heavily on the contractor's ability to consistently provide properly trained management and floor crew personnel. At Abdiel Construction Cleaners of South FL Inc, necessary personnel and supervision will be furnished to ensure the quality of our tile maintenance services.

Supplies

Abdiel Construction Cleaners of South FL Inc, will furnish all necessary tile maintenance supplies inclusive of, but not limited to: baseboard cleaners, strippers, sealers, finishes, defoamers, degreasers & neutralizers.

Equipment

Abdiel Construction Cleaners of South FL Inc, will furnish all necessary tile maintenance equipment inclusive of but not limited to: floor machines, buffers, auto scrubbers, wet vacuums, back vacs, mop buckets, wringers, applicators, micro fiber dusting clothes and/or materials, mops and brooms.

Insurance

Abdiel Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation
- Bonding

Employee Status

Personnel supplied by Abdiel Construction Cleaners of South FL Inc, are deemed employees of Abdiel Construction Cleaners of South FL Inc, and will not for any purpose be considered employees or agents of the customer.

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IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Abdiel Services	CITY OF OPALOCKA, FLORIDA
Signature: _____	Signature: _____

Name: _____

Date: _____

Title: _____

Name: _____

Date: _____

Title: _____

Work Specifications

Scrub & Rinse - Quarterly

Area will be cleared of chairs, floor mats, trash containers and cardboard boxes

Items stuck to the floor will be carefully removed using a putty knife or scraper

Floor will be dust mopped or swept to remove surface dirt and debris

Floor will be scrubbed using floor machine and/or auto scrubber and appropriately diluted cleaning chemical solution

Careful attention will be given to thoroughly scrubbing edges

Baseboards will be cleaned as possible using a hand held pad or cloth along with baseboard cleaner

Dirty scrubber solution will be picked up using wet-vac or squeegee and mop

Floor will be rinsed with clean water and allowed to completely dry

Hi-Speed Buffing - Quarterly

Area will be cleared of chairs, floor mats, trash containers and cardboard boxes

Items stuck to the floor will be carefully removed using a putty knife or scraper

Floor will be dust and damp mopped to remove surface dirt and debris

Floor will be thoroughly buffed using hi-speed floor machine, carefully covering each area evenly to achieve desired appearance

Fine particles of finish left behind by hi-speed buffing will be removed using microfiber pad, treated dust mop or portable vacuum

Tile & Grout Cleaning - Quarterly

An initial, walk- through inspection of the area to be cleaned will be conducted prior to cleaning to identify damage or imperfections such as discolorations, as well as improperly set or excessively worn tiles.

If necessary, a pre-test may be performed in one or more inconspicuous places to evaluate conditions and allow client to see what they might reasonably expect to see in terms of soil and color/stain removal, as well as, the extent to which the grout might be expected to hold up (integrity) during the cleaning process. While not all imperfections can be identified in an initial inspection - in many cases, only revealing themselves after built-up grease, dirt and grime have been removed, potential issues such as grout integrity or discoloration will be pointed out as possible in advance.

Area will be cleared to allow for a smooth, complete and effective tile and grout cleaning process while minimizing any unnecessary disruption.

Area will be thoroughly swept and/or vacuumed to remove loose dirt, debris and sediment. Where necessary, areas will be masked off.

Cleaning solution will be applied by mop, sponge or pressure wand or attachment available in portable, truck mounted extraction or steam cleaning units.

Adequate dwell time will be permitted; allowing cleaning solution to effectively loosen built- up dirt/grease and remove stains as possible.

Solution will be agitated thoroughly including grout lines using soft to medium bristle hand brush, pressure washer tool or spinner type floor machine using proper pad to avoid damaging tile surface. Particular attention will be given to avoid damaging weakened grout, as well as detailing low profile, hard to reach areas around

fixtures, corners and edges.

Soiled solution will be removed using power wet vacuum, commercial rayon mop, sponge/cloth or hard surface tool from portable or truck mounted extraction system. Care will be taken not to re-contaminate the grout.

Floor will be rinsed thoroughly and repeatedly until clear (no discoloration in discarded mix) using only clean water to remove remaining dirt and avoid re-contaminating grout.

Standard Procedures

All necessary supervision, equipment and supplies will be furnished by cleaning company

Safety signs, cones and/or barriers may be used to control access to area being serviced

Cleaning Company will be provided with all necessary security codes, fobs or access keys prior to start of work

Cleaning Company will return items such as chairs and trash containers as close to original location as possible

Upon completion of work, all equipment, safety signs/barriers and used supplies will be removed from building

Upon completion of work, building alarms and lights will be secured per instructions

Measurement Summary

	Square Footage				
Area	**Carpet**	**Waxable**	**Non-wax**	**Wood**	**Total**
Hallways	---	---	1,048.0	---	1,048.0
Restrooms	---	---	4,927.2	---	4,927.2
Totals:			**5,975.2**		**5,975.2** sq ft

The information contained in this report is an estimate only.

Bank
America's Most Convenient Bank®

BUSINESS ACCOUNT MAINTENANCE

REGION: South Florida (21) RC #: 4651 ACCOUNT NUMBER: 4266319958 IM

BANK REPRESENTATIVE: Nancy Hogan DATE FORM PRINTED: 03/19/2019

BUSINESS TYPE: Corporation ADD'L ACCOUNT*:

STATUS: Updating Authorized Signer(s) ADD'L ACCOUNT*:

* Must have the same titling; if not a separate form must be completed.

BUSINESS NAME / MAILING ADDRESS: TIN:

ABDIEL CONSTRUCTION CLEANERS OF S. FL. INC 452-65-5685

LEGAL ADDRESS: (No PO Boxes)

7777 DAVIE ROAD EXT ST 302-B

HOLLYWOOD FL 33024-2503

BUSINESS PHONE: (305) 763-2881

☒ Updated Business Documentation Obtained (ATTACH TO FORM): State Website & Resolution

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

If you, the undersigned, as authorized representative(s) of the business named above (the "Accountholder") are personally liable for the Accountholder's obligations with respect to the account (such as the Accountholder's principal(s), owner(s) or guarantor(s)), you hereby authorize the Bank to, from time to time, request consumer reports containing references about you from third parties, such as a consumer reporting agency, in connection with opening and maintaining the account. If TD Bank, N.A. (the "Bank") declines or is otherwise unable to open a deposit account as a result of any information contained in such consumer report(s), the Bank will provide such notice containing data regarding the consumer reporting agency as required by applicable law.

This section does not apply to U.S. non-resident aliens. Under penalty of perjury, you, the undersigned certify that:

1. The number shown on this form is the Accountholder's correct taxpayer identification number (or the Accountholder is waiting for a number to be issued to the Accountholder); **and**
2. The Accountholder is not subject to backup withholding because: **(a)** the Accountholder is exempt from backup withholding, or **(b)** the Accountholder has not been notified by the Internal Revenue Service (IRS) that the Accountholder is subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified the Accountholder that the Accountholder is no longer subject to backup withholding; **and**
3. The Accountholder is a U.S. person (including a U.S. resident alien); **and**
4. The Foreign Account Tax Compliance Act (FATCA) code entered on this form (if any) indicating that the payee is exempt from FATCA reporting, is correct.

Certification Instructions. You must cross out item 2 above if the Accountholder has been notified by the IRS that the Accountholder is currently subject to backup withholding because the Accountholder has failed to report all interest and dividends on the Accountholder's tax return or for any other reason. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide the Accountholder's correct TIN.

The Internal Revenue Service does not require your or the Accountholder's consent to any provision of this document other than the certifications required to avoid backup withholding.

Relationship Consent

☐ By checking this box and signing below, you, _____, authorize the Bank to use the balance from _____ (last 4 digits of account number), your personal checking account to meet the balance requirement on the Accountholder's Business Convenience Checking Plus or Business Premier Checking account. See Business Deposit Account Agreement for details.

Authorized Representative(s)/Signers:

Signature

OLGA LARIOS
Printed Name

04/22/1978 814-73-8470
Date of Birth TIN

Verification: Verification Completed

If Existing Personal Customer, Enter the RM Number: 32603180

Date Signed: 03/19/2019

Signature

Printed Name

Date of Birth TIN

Verification: Select

If Existing Personal Customer, Enter the RM Number:

Date Signed:

Signature

Printed Name

Date of Birth TIN

Verification: Select

If Existing Personal Customer, Enter the RM Number:

Date Signed:

Signature

Printed Name

Date of Birth TIN

Verification: Select

If Existing Personal Customer, Enter the RM Number:

Date Signed:

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES

Western Surety Company

JANITORIAL SERVICE BOND

Bond No. 64512334

In consideration of an agreed premium, Western Surety Company, a South Dakota corporation, hereby agrees to indemnify Olga Larios DBA Abdiel Construction Cleaners of South Florida of 752 NW 34 ave Unit C, Miami, FL 33125 (the "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (the "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an Employee or Employees of the Obligee acting alone or in collusion with others, and for which the Obligee is liable, the amount of indemnity on each of such Employees being Ten Thousand and 00/100 DOLLARS ($10,000.00).

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

TERM OF BOND:
SECTION 1. The term of this bond begins with the 6th day of February, 2019, at 12:00 o'clock night, standard time, at the address of the Obligee above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:
SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by any Employee of Obligee while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 11, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

DEFINITION OF EMPLOYEE:
SECTION 3. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this bond, and whom the Obligee compensates by salary or wages and has the right to govern and direct in the performance of such service, for whom a premium has been paid, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

FRAUDULENT OR DISHONEST ACT:
SECTION 4. A FRAUDULENT OR DISHONEST ACT OF AN EMPLOYEE OF THE OBLIGEE SHALL MEAN AN ACT WHICH IS PUNISHABLE UNDER THE CRIMINAL CODE IN THE JURISDICTION WITHIN WHICH ACT OCCURRED, FOR WHICH SAID EMPLOYEE IS TRIED AND CONVICTED BY A COURT OF PROPER JURISDICTION.

MERGER OR CONSOLIDATION:
SECTION 5. If any natural persons shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

NON-ACCUMULATION OF LIABILITY:
SECTION 6. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amounts from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:
SECTION 7. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 4 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Obligee or to any predecessor in interest of the Obligee and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Obligee under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

DEDUCTIBLE:
SECTION 8. The Surety shall not be liable under this bond on account of any loss or losses through fraudulent or dishonest acts committed by any Employee of Obligee, unless the amount of such loss or losses, after deducting the net amount of all reimbursement and/or recovery, including any cash deposit taken by the Obligee, obtained or made by the Obligee or the Surety on account thereof, prior to payment by the Surety of such loss or losses, shall be in excess of ONE HUNDRED DOLLARS ($100.00), and then for such excess only, but in no event for more than the amount of insurance carried on such Employee under this bond. If more than one Employee commits the fraudulent or dishonest act resulting in such loss or losses, said deductible amount shall apply to each Employee so involved.

WESTERN SURETY COMPANY • ONE OF AMERICA'S OLDEST BONDING COMPANIES

008056

Local Business Tax Receipt

Miami–Dade County, State of Florida

–THIS IS NOT A BILL – DO NOT PAY

LBT

6973151

BUSINESS NAME/LOCATION

ABDIEL CONSTRUCTION CLEANERS OF SOUTH FL
ORIDA INC
OPERATING IN DADE COUNTY
MIAMI FL 33999

RECEIPT NO.

RENEWAL
7248826

EXPIRES
SEPTEMBER 30, 2020

Must be displayed at place of business
Pursuant to County Code
Chapter 8A – Art. 9 & 10

OWNER

ABDIEL CNSTRTN CLEAN OF S FL INC

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

PAYMENT RECEIVED BY TAX COLLECTOR

$75.00 09/30/2019
CREDITCARD–20–000158

Employee(s) 1

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles – Miami–Dade Code Sec 8a–276.

For more information, visit www.miamidade.gov/taxcollector

360

IMPERIAL
FIRE & CASUALTY
A National General Company

Florida Automobile Insurance Identification Card

Imperial Fire & Casualty Insurance Company PO Box 3199 Winston Salem, NC 27102-3199	Company Number 03694

Policy Number	Effective Date	Expiration Date
2007090462	11/5/2019	11/5/2020

☒ Personal Injury Protection Benefits/ Property Damage Liability

☐ Bodily Injury Liability

OLGA Garcia Larios

2013 HYUN SANTA FE 5XYZU3LA6DG078297

NOT VALID FOR MORE THAN ONE YEAR FROM EFFECTIVE DATE

361

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/19/2020

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

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

PRODUCER	CONTACT NAME: Deborah B Howard FI A124072 National 23548	
Insurance Policies Inc. 1428 Dittmer Circle SE Palm Bay FL 32909	PHONE (A/C, No, Ext): 321-206-8777	FAX (A/C, No):
	E-MAIL ADDRESS: ipi18@yahoo.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Accident Fund Insurance Company of Ameri	10166
INSURED	INSURER B :	
Abdiel Construction Cleaners of South Florida Inc dba dba Abdiel Construction Services Inc. 7777 Davie Road Est Suite 302B Hollywood FL 33024	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	☐ COMMERCIAL GENERAL LIABILITY	☐	☐				EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐						MED EXP (Any one person)	$
	☐						PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY	☐	☐				COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	☐							$
	☐ UMBRELLA LIAB ☐ OCCUR	☐	☐				EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		☐	WCV6204895-0	02/18/2020	02/18/2021	☑ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y	N / A					E.L. EACH ACCIDENT	$ 100000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100000
							E.L. DISEASE - POLICY LIMIT	$ 500000
		☐ ☐ ☐	☐ ☐ ☐					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Olga Larios, Exempt.

CERTIFICATE HOLDER

To Be Used For Bids
//////////// ///////
//////////////// ///

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Debrah B. Howard A124072

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/19/2020

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

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

PRODUCER	CONTACT NAME:	
insureon Insureon (BIN Insurance Holdings LLC.) 30 N. LaSalle, 25th Floor, Chicago, IL 60602	PHONE (A/C, No, Ext): (800) 688-1984	FAX (A/C, No): 877-826-9067
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Ohio Security Insurance Company	24082
INSURED Abdiel Construction Cleaners of South FL Inc 752 NW 34th Ave Unit C, Miami, FL, 33125	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ✓ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ✓ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Yes		BLS59533561	2/6/2020	2/6/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N ☐ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is named as Additional Insured as their interests may appear in regards to general liability.

CERTIFICATE HOLDER

City Of Opalocka Florida
780 Fisherman st.
Opalocka, FL. 33054

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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OPTELL SOLUTIONS GROUP, INC

290 NW 183rd Street
Miami, Florida 33169

February 12, 2020

Ms. Joanna Flores, CMC
City of Opa-locka
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

Dear Ms. Flores:

The Optell Solutions Group, Inc., is pleased to submit this proposal to provide Janitorial Maintenance Services for the Opa-locka Municipal Complex, 780 Fisherman Street, in response to the City of Opa-locka RFP No.20-0225100.

Optell Solutions Group (Optell), a division of JFG Financial Services, founded in 2007, is a full service property management company, with nearly 87 years of combined experience in residential, commercial, and municipal sectors.

Thank you for the opportunity to respond to this solicitation. If you have any questions regarding this proposal, please contact us at 305-766-3469, fax at 305-621-8989 or email optellsolutions@gmail.com.

We look forward to providing janitorial maintenance services at The Opa-locka Municipal Complex.

Sincerely,

John L. Gay, Jr.
President & CEO

cc: Derrick Dennison
Gilbert Norton



Optell Solutions Group, Inc.
290 NW 183rd Street
Miami, Florida 33169
305-766-3469
optellsolutions@gmail.com

RFP No. 20-0225100
The City of Opa-Locka
Janitorial Maintenance Services

TAB 1

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Optell Solutions Group, Inc.

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TAB 2
QUALIFICATIONS

TAB 2: QUALIFICATIONS & EXPERIENCE

Narrative Description

Qualifications

Optell Solutions Group, Inc. (Optell), a division of JFG Financial Services, founded in 2007, is a full service property management company with over 87 years of combined janitorial and property maintenance experience and service in Miami-Dade County, Broward County, Atlanta, Georgia, and the United States of America Army. Optell office is located at 290 NW 183rd Street, Miami, Florida 33169, 305-766-3469, optellsolutions@gmail.com.

Optell serves residential, commercial, and municipal sectors. Optell is registered as a Florida Corporation, document number P15000030634; Internal Revenue Number Employee Identification Number 65-1059443; officially certified as a Miami-Dade County Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the code of Miami-Dade County; and Miami-Dade-State of Florida Local Business Tax (LBT)2019-2020.Optell's banking services is provided Bank of America.

Optell Property Maintenance Prior Contracts:

Optell is poised to provide janitorial services as specified in the City of Opa-locka Janitorial Maintenance Services RFP No. 20-0225100 and its supporting attachments as evidenced in prior janitorial and property maintenance contractual agreements, employments, and partnerships.

- Dade Deltas Foundation, Inc. 2015-present, general cleaning, hurricane water damage service, debris removal, hazard removal service. Dr. Mae D, Bryant, Facility Management Director, 305-786-2154.
- Jackson Memorial Hospital North. 2018-present, flooring, drywall/base board installation, bathroom renovation, general cleaning. Mr. Heriberto Martinez. Supervisor, 305-469-0928.
- All Power Generators, 2016-2019, general cleaning. Ms. Michelle Feliciano, Manager,305-788-4194
- City of North Miami, 2018 – present. Debris removal & cleanup, landscaping & maintenance.
- City of Miami Gardens IMFest Event, 2018 & 2019, preparation & clean-up, set-up & breakdown for event.
- City of North Miami Beach,1985-1999, general cleaning & maintenance of tennis courts, recreational centers, community centers; set-up & breakdown for events
- Miami-Dade County Public Schools, 2017-2019, drapery hanging
- ASA College, 2013-2017, general cleaning
- Health Care of South Florida, 2015-present, general cleaning
- Brother Jimmy's Bar B Que, 2015 -2017, general cleaning

Description of Services:

Optell continues to employ diverse experienced trained staff, subcontractors, and utilize state-of-the art equipment to service clients in the following areas:

- Janitorial Services to residential, commercial, corporate, municipal offices, schools, churches, hospitals, health facilities
- Power Washing & Cleaning; Storefront Window Cleanings , AC Vent Cleaning
- Graffiti Removal, High Dusting
- Carpentry, Construction Clean up
- Landscaping (Mowing, Mulching, Trimming, Yard Maintenance)
- Carpet Cleaning, Floor installation & Cleaning/Buffing/Scrubbing
- Finishing Work, Shelving/Drywall
- Boarding and securing vacant buildings
- Interior and Exterior Painting

TAB 3

PERSONNEL MANAGEMENT

TAB 3: PERSONNEL MANAGEMENT

Optell was founded in 2015, as a division of JFG Financial Services (2012) by John L. Gay, Jr., a graduate of Howard University with a Bachelor's Degree in Business Administration and the University of Miami with a Master's Degree in Accounting and Taxation. His interest in property maintenance and cleaning services began through personal experiences with property ownership, development and maintenance. In 2015, professionally trained and skilled property managers Derrick Dennison, Norton Gilbert, and Samuel Sharperson joined the company. Additional staff added as contracted employees.

Optell employees are skilled and professionally trained to provide janitorial services that meet the specific needs of our clients, regulatory compliances of local, state and federal codes, and specific conditions of concerns and solutions in a timely and efficient manner. Optell employs residents within the city limits of awarded bids.

Optell leadership team is trained first to be observant of client's ever changing facility needs while delivering an individualized approach to resolution.

Optell is licensed, insured, and trained to provide quality janitorial and maintenance service by optimizing short and long-term goals and objectives, and is committed to responsive quality service and customer retention in all engagements. Optell maintains excellence in service delivery to clients through regularly staff in-service trainings, local and state seminars and workshops, and state-of-the art equipment and supplies.

Supervisory & Janitorial Personnel:

NAME/POSITION	EXPERIENCE/SKILLS	EDUCATION
JOHN L. GAY, JR., MST President & CEO JFG Financial Services dba Optell Solutions Group, Inc. The Taxdrz	Twenty-two (22) years' **experience** in property maintenance, management, development, ownership, acquisitions, and sales in the states of Florida and Georgia. Excellent organizational, planning, supervisory, communication, decision making budgeting, and problem solving, and internet **skills.**	B.S Degree in Business Administration & Accounting, Howard University, 1997 Master's Degree in Taxation & Financial Planning, University of Miami, 2000.
GILBERT NORTON Project Director (Supervisor) Site Supervisor/Maintenance Worker Optell Solutions Group, Inc. EZ Travel Clean Service .	Eighteen (18) years' **experience** in facility maintenance, coordinating staff in-service trainings. Six (6) years of progressive experience in employee supervising Extensive **skills** in budgeting, supervision & maintenance of recreational and community centers; health care and lawyer offices.	Business Administration courses, Florida Memorial University, 1978-81 Annual OSHA training Safety Precaution Inservice Trainer Website training
DERRICK DENNISON Vice President/General Manager Maintenance Worker Optell Solutions Group JFG Financial Services TyTy's Mobile Catering Food Truck Explosion	Nineteen (19) years' **experience** as contract manager, property management supervisor, overseer for maintenance, janitorial services for commercial buildings, marketing, community festivals and events. Food truck cleaning. Excellent planning, conflict resolution, human resources and communication & internet **skills.**	Facility Maintenance Training/JM Hospital North; Miami-Dade Schools; City of Miami Gardens, City of Miami. City of North Miami Yard Services Annual OSHA training
SAMUEL SHARPERSON Retired US Army Sergeant/1996 Maintenance Worker Optell Solutions Group, Inc. JFG Financial Services, Inc.	Fifty-eight (58) years' **experience** in property management, equipment and supply parts ordering & tracking, and project budgeting. Drapery, drywall & flooring installer, bathroom renovation, general maintenance, and painting. Excellent communication, computer, supervisory **skills.**	US Government Secret Service Clearance Annual training in Hazmat & OSHA environmental services Logistics, floor cleaning and drapery installation training
CAROLYN HUDSON Maintenance Worker Optell Solutions Group, Inc. B & B Restoration Property Cleaning Company (closed 2015)	Twelve (12) years' **experience** in cleaning services in residential, hospitals and commercial officers.	OSHA and facility maintenance training

Supervision/Training:

Optell custodial supervisor or lead worker will be assigned to The City of Opa-locka Municipal Complex, 780 Fisherman Street.

Optell will ensure that a sufficient number of trained and qualified supervisors and workers are properly assigned to perform daily, weekly, bi-weekly, monthly, quarterly contracted duties at agreed times and days. Priority employment will be afforded to qualified job applicants who are residents of Opa-locka, Florida.

Optell employees attend an orientation and preparation process for their new assignment and regular in-service trainings on job performance, Occupational Safety and Health Act (OSHA), safety precautions and the property use of materials, products, supplies, and equipment for safe and efficient work performance. Safety instructions are presented by Optell's Custodian Supervisor, guest speakers, product vendors, and through training videos, and webinars.

In addition, Optell's Custodian Supervisor stays on location until all workers are thoroughly trained and can function independently. It is vital to job performance and the delivery of quality services, that supervisors and/or lead personnel have developed hands-on experience in the areas assigned. Preserving a very well-trained, constructive and motivated stable staff is vital to the success and compliance of the contract.

The Optell Special Cleaning Team (OSCT) will be assigned for pressure cleaning, high dusting, scrubbing, AC vents cleaning, baseboard and drywall replacement, shelving, finishing and installing flooring, drapery hanging, and widow washing in addition to the daily window cleaning being performed.

The Optell Solution Group, Inc. mission is to provide quality and timely janitorial maintenance services. We look forward to the opportunity to deliver janitorial maintenance services to the City of Opa-locka.

John L. Gay, Jr., MST
290 NW 183rd Street
Miami, Florida 33169
Telephone (305) 621-8989 *** Cell (305)-321-0740 ***Facsimile (305) 621-8988

OBJECTIVE To utilize my leadership, business management and social skills with an organization, while making a significant contribution to develop individuals and businesses within the communities in which we live.

EDUCATION

University of Miami, Miami, Florida
School of Business, MS Taxation & Financial Planning, December 2000

Howard University, Washington, D.C.
School of Business, BS Business Administration/Accounting, May 1997

US Internal Revenue Service
Annual IRS Tax Seminar 2004-2019

New York Stock Exchange Training Academy
August 2002

American Senior High School, Miami, Florida
Honor Graduate/State of Florida Scholar Athlete, June 1993

EXPERIENCE

6/98 - Present

The TaxDrz, LLC. Founder & Chief Executive Officer
JFG Financial Services, LLC
Offices in Florida, Georgia, New York
Provide financial planning, accounting, tax services, and incorporation of profit and not-for-profit organizations. Offer student internships and seminars.

Optell Solutions Group, Inc., President/CEO
Supervise and provide janitorial and commercial building cleaning, vehicle wrap and printing services.

South Florida Non-Profit Consulting Group, President
Implement and collaborate special community projects and events, and conduct youth leadership seminars. Implemented State of Florida Department of Education's grant for Supplemental Educational Services (SES) in public and private schools.

6/98 - 2/2001

Universal Truth Center, Miami, Florida
Financial Comptroller/Accountant/Chief Financial Officer
Managed accounting processes and conducted fiscal trainings.

8/96 - 6/1998

Sharpton, Brunson & Company, Miami, Florida
Staff Accountant/Auditor
Specialized in local government, non-profit, and housing audits

5/1994 - 5/1995

Miami-Dade County Public Schools, Miami, Florida
Staff Accountant
Controlled cash disbursements for schools and contracted vendors.

EXPERIENCE/ACTIVITIES

2017 - 2018	**The City of Miami Gardens, Miami Gardens, Florida**
	Project Manager
	International Music & Food Festival
2015 - 2016	**West Miramar Patriots, Miramar, Florida**
	Head Coach 7 & Under and Coach of the Year
	Miami Xtreme Super Bowl Champions
	The Miami Dolphins Championship
2014 - 2015	**West Miramar Patriots, Miramar, Florida**
	Head Coach 7 & Under
	Miami Xtreme Super Bowl Runner-up Champions
2014 - 2013	**West Miramar Patriots, Miramar, Florida**
	Peewee Team
	Coach of the Year, Head Coach, Assistant Coach
	Miami Xtreme Super Bowl Champions
2014 - 2018	**Commissioner Barbara Jordan, Miami-Dade County,**
	District One Seniors Project, Sponsor
2014 - 2017	**Nova High School & Sunset Elementary School**
	Parent Volunteer
2012 - 2019	**Dade Deltas Foundation, Inc.**
	Accountant
2005 - 2014	**Dr. John A. McKinney Christian Academy**
	Developed and managed accounting and bookkeeping
2004 - 2005	**Christine Curry Child Development Center**
	Created and implemented internal control and accounting system
	Family Christian Association of America (FCAA)
	Former Officer, Leadership Society
	New Birth Baptist Church Cathedral of Faith International, Miami
	Member, Former Head Basketball Coach/ New Birth Optimist
	Coordinator/Instructor - Investment Ministry
2005 - 2016	**Miami Gardens Family & Community Festival**
	All Dade/TaxDrz Annual Charity Weekend
	Founder/ Coordinator
2000 - 2018	**Delta Sigma Theta Sorority, Inc., Dade County Alumnae Chapter**
	Putting on the Ritz Scholarship Gala, Sponsor
	Howard University Book Scholarship
2019	**Pernella Burke - Bethune Cookman University Book Scholarship**

PROFESSIONAL ACTIVITIES/ORGANIZATIONS

Omega Psi Phi Fraternity, Sigma Alpha Chapter
The Greater of Miami Chamber of Commerce
Board of Directors - WMBM 1490 Radio Station
Board of Directors – Miami Job Corp
Board of Directors – Friends Community Development Corporation
Ada J. Barnes Educational Foundation, Vice President
National Association of Black Accountants
Howard University Alumni Association

FEATURES & SPECIAL EVENTS & AWARDS

The Gospel Truth Magazine- Cover Feature, "From Garage to Greatness."
CBS4Miami/News… "How The Wealthy Get Rich & Stay That Way"
Co-Sponsor, Relay for Life Cancer Walk, Atlanta, Georgia & Miami, Florida
Lambi Phi Business Man of the Year
South Florida Magazine Forty Black Business Men of the Year

Gilbert Norton
19735 N.E. 12th Avenue * (786) 202-3444

OBJECTIVE

To continue to grow and develop in area of custodial and facility maintenance.

SUMMARY

- 18 years of work experience in the area of Facility Maintenance
- 6 years of progressive experience in the area of supervising employees
- Skilled in areas of budgeting, supervision & maintenance of facilities and event planning and implementation
- Strong people skills
- Chauffeur's License (CDL)
- Efficient computer skills

EXPERIENCE

ASA College — **2013 - 2017**
Maintenance Worker — **North Miami Beach, FL**

Responsibilities:

- Duties included maintaining and cleaning of all offices and classrooms daily.

EZ Travel Clean Service — **2015 – Present**
Owner/Operator — **Miami, FL**

Responsibilities:

- Cleaning yearly contracted office maintaining them on a daily. These offices include Health care of South Florida and Ressler, Hirschl & Lelchuk, DDS, PA.

Facility Maintenance Supervisor — **1999 - 2011**
City of North Miami Beach — **North Miami Beach, FL**

Responsibilities:

- Citywide night supervision and maintenance of all recreational facilities to ensure quality programming and services were implemented in a safe and clean environment.
- Supervision of 6-8 full-time maintenance personnel.
- Other duties included completing employee evaluations, ordering supplies and equipment, completing maintenance reports, interviewing potential employees, budgeting reporting, the planning and implementation set-up and break-down for programs and events at various facilities, and interfacing with public officials, customers, parks and recreation administrative and supervisory personnel.

Maintenance Worker I
City of North Miami Beach
(Allen Park/DeLeonardis Youth Center)

1995 - 1999
North Miami Beach, FL

Responsibilities:

- Overall cleanliness and maintenance of a community center.
- Ordering of supplies, floor maintenance, set-up and break-down for programs and events at the center, repairing minor breaks, reporting damages and following up on them and interfacing with customers, parks and recreation administrative and supervisory personnel and co-workers to ensure the facility operated smoothly.

EXPERIENCE (cont.)

Maintenance Worker I
City of North Miami Beach
(Judge Arthur I. Synder Tennis Center)

1987 - 1995
North Miami Beach, FL

- Overall cleanliness and maintenance of a tennis complex.
- Day–to-day operations included grounds maintenance, supply inventory, ordering of supplies, floor and restroom maintenance, set-up and break-down for events and programs, court maintenance, repairing minor breaks, reporting damages and following up on them and interfacing with customers, parks and recreation administrative and supervisory personnel and co-workers to ensure the facility operated smoothly.

EDUCATION

Continuing Education – pursued a degree in Business Adm.
Florida Memorial College

1978 - 1981
Miami, FL

High School Diploma
North Miami Beach Sr. High School

1978
North Miami Beach, FL

REFERENCES AVAILABLE UPON REQUEST

Derrick Dennison
Supervisor/ Maintenance
Optell Solutions Group

Since 2015, served as contract manager, property management supervisor, overseer for maintenance, providing janitorial services for commercial buildings, community festival and events. Over fifteen (15) years of supervising and training janitorial staff in compliance with national, state, and local OSHA and municipality codes and regulations.

Serves as Vice President of TyTy's Kitchen and coordinator and manager Food Truck Explosion.

A.Nadine Gay-Bendroff
Administrative Assistant
Optell Solutions Group

Administrative Assistant 2015-present

Retired Miami-Dade County Public School Administrator, with experience encompassing curriculum writing, teacher in-service training, and grant writing. Additional professional work with the United States Centers of Disease Control as a Grant Review Administrator; eighteen years with the Department of Health & Rehabilitative Services currently known as Children and Family Services, as the Health Program Supervisor for Dade and Monroe Counties. Over 40 years of professional experience and program management with community-based organizations, faith-based churches and institutions, private foundations, and incorporation of nonprofit organizations.

Received a Masters in Social Work from Florida International University, Miami, Florida, with additional studies in Administration & Supervision from Barry University, Bachelor of Arts-in Psychology, Sociology & Middle School English from Oklahoma City University, and a graduate of Miami Carol City High School-Miami, Fl. Published an article on *Factors Associated With Occupational Exposure and Compliance With Universal Precautions in an Urban School District*, Health Education & Behavior Publication.

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Optell Custodial Supervisor Job Description

POSITION IDENTIFICATION

IMMEDIATE SUPERVISOR: General Manager

GENERAL FUNCTION

The Custodial Supervisor performs responsible supervisory work involving the assignment and direct supervision of custodial employees in maintaining the cleanliness and sanitation of buildings, offices, classrooms, fitness centers, laboratories, furnishings and equipment as well as building entrances and exterior walkways. The Custodial Supervisor is also responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents and chemicals.

MINIMUM ACCEPTABLE QUALIFICATIONS

Education: A high school diploma or the equivalent is required.

Experience: At least four years of experience in custodial services, two of which must have been supervisory, which includes knowledge of cleaning procedures, equipment and supplies, is required. Four years of custodial supervisory experience is preferred.

Skills: Supervisory skills; management skills, such as planning and organizing; strong oral and written communication skills; and the abilities to train new employees are required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

License: A valid Florida driver's license is preferred.

Effort: Requires the ability to inspect the cleanliness of facilities and areas that may only be accessible by climbing ladders or stairs, bending, reaching on top of partitions, cabinets, bookcases and ledges, moving furniture, supplies, or equipment. Must be able to move throughout assigned areas, as work is performed indoors and out-of-doors. Requires the ability to lift and carry custodial supplies and equipment weighing up to 50 pounds on a frequent basis and up to 75 pounds on an occasional basis. Requires a full range of physical motion in order to operate manual and electrically-powered cleaning equipment and machines to include snow shovels. Employees in this job classification (job title) are designated as essential employees and must report to work as scheduled when offices are closed due to severe weather.

Other: Positions associated with this position classification may be working in a facility requiring the position to be designated "sensitive" as defined by the agency. The scope of the position requires responding to custodial emergencies or other unforeseen situations around-the-clock and may also require exposure to and use of chemical compounds for cleaning which may be hazardous and/or cause injury if specific instructions regarding their mixture, application and use are not properly followed. A valid driver's license is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises the activities of full-time, part time, and temporary workers directly by using both verbal and written instructions in compliance with the guidelines provided by the immediate supervisor and using independent judgment in instances not covered by the guidelines.

2. Ensures that custodial services meet the needs of the agency, and established custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.

3. Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.

4. Develops an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, providing require performance evaluations on custodial personnel and making recommendations regarding the retention of new employees.

5. Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.

6. Enforces Optell rules and policies regarding employee conduct by advising custodial personnel of the Optell's rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action to the immediate supervisor as appropriate.

7. Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.

8. Evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.

9. Advises the immediate supervisor on the condition of buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.

10. Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee time cards or monthly time sheets and monitoring employee absences.

11. Performs daily custodial duties as needed in support of the Optell mission.

12. Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.

13. Assists with ensuring that specified contract services are provided by the contractor by inspecting the work performed and advising the immediate supervisor when shortcomings or other deficiencies are noted.

14. Provides continuity of supervision and leadership by assuming the duties and responsibilities of other Custodial Supervisors as required by special circumstances.

15. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

16. Remains competent and current by attending training and/or courses required by the immediate supervisor.

17. Contributes to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.

SUPERVISION

The Custodial Supervisor is supervised by the designated immediate supervisor and supervises full-time, part time, and temporary workers custodial staff.

OPTELL SOLUTIONS GROUP, INC.

POSITION DESCRIPTION

JOB TITLE: Janitor

SCHEDULED HOURS: TBA

REPORTS TO: Norton Gilbert, Site Manager

STARTING SALARY:

DATE POSTED:

CLOSED:

JOB SUMMARY:
Under the direction of the Site Manager, this position is responsible for performing janitorial duties for residential, commercial, municipalities and related sectors. Quality customer service will be provided to the client at all times. Knowledge or willingness to learn proper cleaning techniques is essential.

ESSENTIAL FUNCTIONS:
Daily job responsibilities/functions to include, but not limited to:

- Vacuuming, sweeping, and mopping of flooring and stairs.
- Clean and sanitize bathrooms.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Restock supplies in bathrooms, break rooms and common areas.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Dusting and cleaning office desks and furniture that are not cluttered.
- Cleaning windowsills and windows.
- Maintain janitor closets in a clean, organized and safe manner.
- Maintain janitorial equipment in a clean, safe and operable condition.
- Proper labeling, dilution and use of all chemicals.
- Wearing proper Personal Protective Equipment at all times.
- Maintain vending closets in a clean, organized and safe manner.
- Restock vending machine
- Restock vending supplies in appropriate storage area
- Cleaning and vending supplies as necessary
- General maintenance of grounds
- Other routine maintenance duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willing to learn.

QUALIFICATIONS:

- High School Diploma or GED
- Six months or more related experience.
- Valid Florida's Drivers License required.

WORKING ENVIRONMENT: The work is performed in offices, buildings and a 24/7 operating call center with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

_____	_____	_____
Employee Signature	Print Name	Date

Supervisor/Human Resources Manager has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.

Job Description Reviewed

_____	_____	_____
Supervisor/HR Signature	Print Name	Date

Must provide a criminal background check, be bondable and have a Florida Drivers License Must satisfy the requirements and conditions of the Jessica Lunsford Act and the Lauren Book Safety Ordinance.

TAB 4

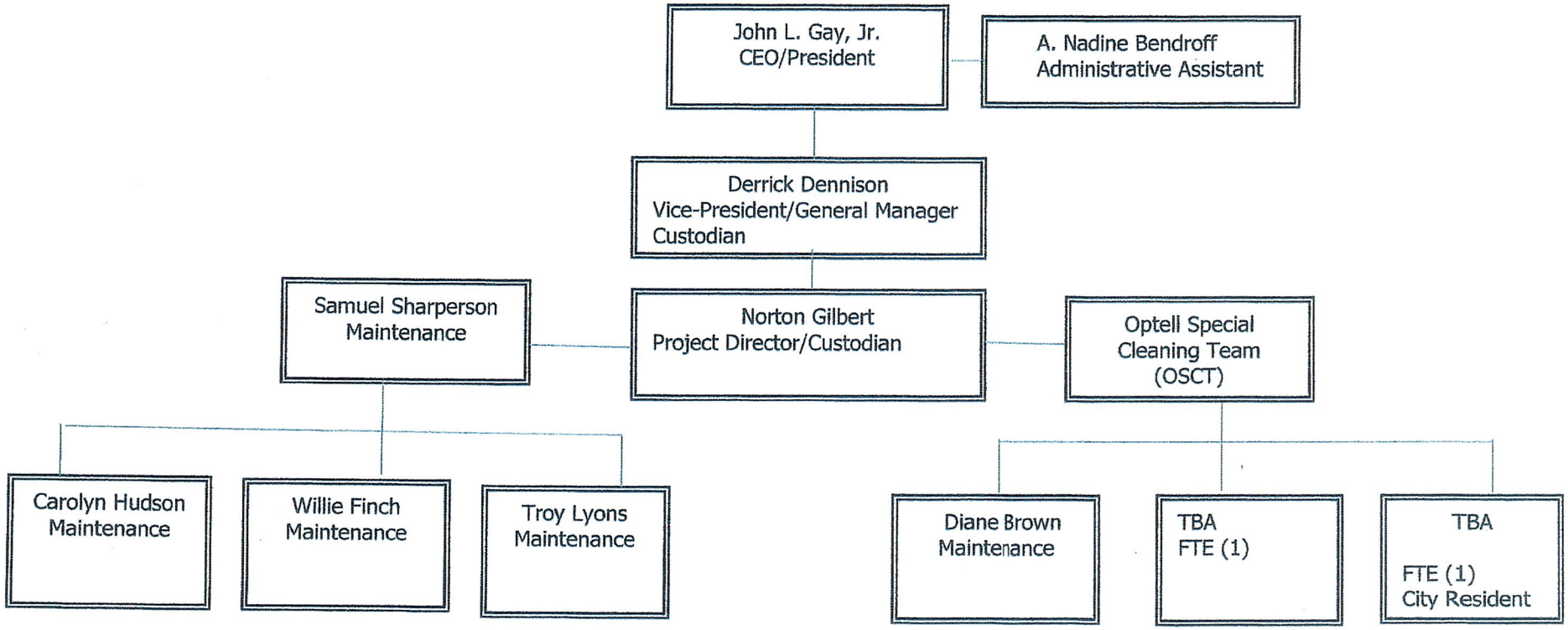
TECHNICAL SERVICES

TAB 4: Technical Services

Initially, Optell will provide five (5) trained and experienced custodians, five days a week, Monday-Friday, beginning at 3:00 p.m., to service The Opa-locka Municipal Complex. Additional staffing needs will be reevaluated within 10 days of the onsite service delivery. Proposed Annual Budget: $68,400 (personnel, equipment, supplies)

JF Financial Services dba Optell Solutions Group, Inc. (OSG)
City of Opa-Locka Janitorial Maintenance Services
RFP No. 20-0225100

Optell Solutions Group, Inc. Organizational Chart



TAB 5

SCOPE OF SERVICES

Tab 5: SCOPE OF WORK

At the Opa-locka Municipal Complex, 780 Fisherman Street location, on Monday – Friday, beginning at 3:00 p.m. with ending and other times as agreed upon, Optell will perform general cleaning of offices, break rooms, conference rooms and common areas, including lobbies, hallways, waiting areas, janitorial closets, classrooms, kitchen/lunch areas, elevators stairwells and landings, restrooms and restroom lobby areas including flooring, and waste removal. Optell will perform janitorial services at special events.

Optell, as per contract specifications, will furnish all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper, etc., inventory and install all supplies and materials necessary for the performance of its work, supply all necessary equipment, including but not limited to power-driven floor scrubbing machines, waxing and polishing machines, industrial type vacuum cleaners, window washing lifts etc., as approved by City of Opa-locka Maintenance Supervisor or his or her designee.

Initial Cleaning Requirement:

Optell will provide services, Monday – Friday, beginning at 3:00 p.m, with ending and alternate times and frequencies to be confirmed and stated in Optell's Janitorial Maintenance Plan of Action and signed off by the City of Opa-locka Maintenance Supervisor or his or her designee.

Within ten (10) days of the awarded contract, Optell and the City of Opa-locka Maintenance Supervisor or his or her designee will visit each area to review each area work tasks, supply and equipment needs, and take steps to confirm logical and manageable work team schedules and plans, customized to the needs of the City of Opa-locka as specified in the RFP. The plan will provide Optell's staff with direction and produce timely quality results for emergencies and unexpected obstacles.

For this project, Optell's service approach is based on the specific janitorial maintenance goals and objectives of the City of Opa-locka RFP No.20-0225100. Our company will execute in concert with the City of Opa-locka Maintenance Supervisor or his or her designee, its monitoring and performance control plan to achieve project success in the following areas:

- 1st Floor Common Areas – Entryway, Hallways, Restrooms
- 1st Floor Utility Billing Department – Entire Office Area
- 1st Floor MDC Utility Billing Department – Entire Office Area
- 1st Floor Information Technology Department – Entire Office Area
- 1st Floor Career Source – Entire Office Area
- 2nd Floor Common Areas – Entryway, Restrooms
- 3rd Floor Common Areas – Entryway, Hallways, Restrooms
- 3rd Floor Police Department – All Individual Offices
- 4th Floor Common Areas – Entryway, Restrooms
- 4th Floor – All Individual Offices

Specific Services to be Performed:
Daily

- Empty all trash receptacles, replace liners, and remove trash to a collection point.
- Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed.

- Toiles and urinals to be cleaned and sanitized inside and outside.
- Toilet seats wiped clean on both sides.
- Report any restroom repairs needed to the Building Manager.
- Pour fresh water down floor drains to refresh water in sewer lines.
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.

- Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum walk off mats and traffic lanes.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe light switches and doors.
- Clean drinking fountains

Monthly

- Spot treat soiled carpet areas.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Thoroughly wash windows (interior and exterior on all floors) and partition glass on both sides.
- Dust window blinds

Quarterly

Machine strip all tile floors

During the first thirty (30) days and continuously, Optell in concert with the City of Opa-locka Maintenance Supervisor or his or her designee, will bring any adverse janitorial maintenance conditions to acceptable standards.

Project Monitoring and Control

Monitoring and control are combined with execution because they often occur at the same time. As Optell execute its contract and perform specified tasks, we will constantly monitor our own progress to ensure optimal performance, calculate key performance indicators, and track variations from allotted resources, time and services. This constant monitoring and control helps keep the project moving efficiently. Employees worksite tasks checklist will be posted in the janitorial room. The employee will mark and sign the checklist as completed at the end of every service, and noting any corrective actions.

An Optell Client Satisfaction Questionnaire form will be provided to facility staff. Each form will be reviewed and shared during staff meetings. Positive comments noted, complaints investigated, and corrective actions are taken as necessary.

Emergency Cleaning Services

Optell maintains a 24/7 hotline for prompt response to special situations. We strive to respond to emergencies immediately, so we also offer a guaranteed 90-minute emergency reply!

In case of an emergency at a contracted site, our expert personnel will immediately contact the City of Opa-locka Maintenance Supervisor or his or her designee and follow the emergency procedures prescribed in the Optell contract.

The highly skilled Optell Special Cleaning Team (OSCT) and Optell's use of state of the art services equipment assures readily service from busted water pipes, fires, graffiti, tropical storms, and acts of vandalism. OSCT's emergency cleaning services includes but limited to restoration from fire, water, smoke, wind damages, water extraction, hurricane and tropical storm preparation and clean up. Optell owns or rents various equipment needed to perform restoration services.

OPTELL JANITORIAL MAINTENANCE SERVICES CHECKLIST

Site Janitorial Services & Checklist Attached to Form

Week: _____ Bi-Weekly: _____Monthly _____ Semi-Annually_____

LOCATION	WK1/ Frequency	WK2/ Frequency	WK3/ Frequency	WK4/ Frequency	COMMENTS
1st Floor Common Areas – Entryway, Hallways, Restrooms					
1st Floor Utility Billing Department – Entire Office Area					
1st Floor MDC Utility Billing Department – Entire Office Area					
1st Floor Information Technology Department – Entire Office Area					
1st Floor Career Source – Entire Office Area					
2nd Floor Common Areas – Entryway, Restrooms					
3rd Floor Common Areas – Entryway, Hallways, Restrooms					
3rd Floor Police Department – All Individual Offices					
4th Floor Common Areas – Entryway, Restrooms					
4th Floor – All Individual Offices					

Staff: 5 FTE (Custodians/Supervisor)

Legend:
1- Unsatisfactory
2- Below Average
3- Average
4- Above Average
5- Exceeds Expectations

Corrective Action: _____

_____

_____

_____

_____

Note: Anything less than Above Average will require a site visit from Optell General Manager to discuss a solution of expectation from our firm. We believe in providing Above Average service at all cost.

Optell Site Supervisor: _____ Date: _____

Copy: City of Opa-locka Maintenance Supervisor

OPTELL JANITORIAL MAINTENANCE SERVICES DAILY CHECKLIST

Site Daily Janitorial Services & Checklist Attached to Form

LOCATION	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1st Floor Common Areas – Entryway, Hallways, Restrooms							
1st Floor Utility Billing Department – Entire Office Area							
1st Floor MDC Utility Billing Department – Entire Office Area							
1st Floor Information Technology Department – Entire Office Area							
1st Floor Career Source – Entire Office Area							
2nd Floor Common Areas – Entryway, Restrooms							
3rd Floor Common Areas – Entryway, Hallways, Restrooms							
3rd Floor Police Department – All Individual Offices							
4th Floor Common Areas – Entryway, Restrooms							
4th Floor – All Individual Offices							

Staff: 5 FTE (Custodians/Supervisor)

Legend:
1- Unsatisfactory
2- Below Average
3- Average
4- Above Average
5- Exceeds Expectations

Corrective Action: _____

_____

_____

_____

_____

Note: Anything less than Above Average will require a site visit from Optell General Manager to discuss a solution of expectation from our firm. We believe in providing Above Average service at all cost.

Optell Site Supervisor: _____ Date: _____

Copy: City of Opa-locka Maintenance Supervisor

TAB 6

REFERENCES

"Serving and Empowering for Change"

February 13, 2020

City of Opa-locka
Office of the City Clerk
780 Fisherman Street
Opa-locka, Florida 33054

Office of the City Clerk:

On behalf of Dade Deltas Foundation, Inc. (DDF), I write this letter of reference for Optell Solutions, Group, Inc. (Optell) in support of their proposal to the City of Opa-locka to provide janitorial maintenance services for the Opa-locka Municipal Complex, 780 Fisherman Street, Opa-locka, Florida 33054.

Since 2015, Optell has provided exceptional and timely services to the Foundation in the areas of janitorial cleaning, property maintenance, and upkeep. Optell responds to unexpected emergencies within two hours of the Foundation's request. The Foundation is currently undergoing renovation of its approximately 8,000 sq.ft. building located at 1770-1774 NW 183rd Street, Miami Gardens, Florida. Optell is an integral part of the cleaning and debris removal processes.

Dade Deltas Foundation, Inc., (DDF) established in 2012, is a 501 (c) 3 non-profit organization poised to receive, invest, and distribute funds for charitable and educational purposes. The mission of DDF is to promote programs designed to improve the quality of life for those residing in Miami-Dade County from early childhood through the senior years.

If you have any questions regarding Optell, please contact me at 786-256-2154, 305-709-4552 or email dadedeltasfoundationinc@gmail.com.

Sincerely,

Dr. Mae D. Bryant, Vice President
Facility Management & Operations
Dade Deltas Foundation, Inc.

Dade Deltas Foundation, Inc.
19821 NW 2nd Avenue, Suite 423, Miami, Florida 33169 ~ www.dadedeltasfoundation.org ~ Email: dadedeltasfoundationinc@gmail.com

Jackson North
MEDICAL CENTER
PUBLIC HEALTH TRUST
Miracles made daily.

February 24, 2020

City of Opa-locka
Office of the City Clerk
780 Fisherman Street
Opa-locka, Florida 33054

Office of the City Clerk:

Jackson North Medical Center supports the proposal of Optell Solutions, Group, Inc. (Optell) to the City of Opa-locka to provide janitorial maintenance services for the Opa-locka Municipal Complex, 780 Fisherman Street, Opa-locka, Florida 33054.

Optell has provided exceptional and timely services to Jackson North Medical Center since 2018 in the areas of flooring, dry/wall baseboard, renovations, and general cleaning.

If you have any questions regarding the services provided by Optell Solutions Group, Inc., please contact me at 305-469-0928 or email Heriberto.martinez@jhsmiami.org.

Sincerely,

Heriberto Martinez
Director of Facilities and Operations

TAB 7

FORMS



Detail by Entity Name

Florida Profit Corporation
OPTELL SOLUTIONS GROUP, INC.

Filing Information

Document Number	P15000030634
FEI/EIN Number	47-3660127
Date Filed	04/02/2015
State	FL
Status	ACTIVE

Principal Address

18240 NW 27TH AVENUE
MIAMI GARDENS, FL 33056

Changed: 01/16/2020

Mailing Address

18240 NW 27TH AVENUE
MIAMI GARDENS, FL 33056

Changed: 01/16/2020

Registered Agent Name & Address

JFG FINANCIAL SERVICES, LLC.
18240 NW 27TH AVENUE
MIAMI GARDENS, FL 33056

Address Changed: 01/16/2020

Officer/Director Detail

Name & Address

Title P

GAY, JOHN L, JR.
18240 NW 27TH AVENUE
MIAMI GARDENS, FL 33056

Title VP

DENNISON, DERRICK
18240 NW 27TH AVENUE
MIAMI GARDENS, FL 33056

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MIAMI-DADE COUNTY

7184640

MIAMI-DADE COUNTY - STATE OF FLORIDA
LOCAL BUSINESS TAX
2019 - 2020 APPLICATION

N/A January 15, 2020

RENEWAL
RECEIPT: 7465397
STATE #

DBA/BUSINESS NAME:
OPTELL SOLUTIONS GROUP

BUSINESS LOCATION:
1111 PARK CENTRE BLVD 104
MIAMI GARDENS, FL 33169

OWNER/CORP.
OPTELL SOLUTIONS GROUP
C/O JOHN GAY PRES
PHONE # 305-766-3469

1111 PARK CENTRE BLVD 104
MIAMI GARDENS, FL 33169

NAICS CODE: 56143

BUS. COMMENCEMENT DATE: 04/22/2015

SEC	TYPE OF BUSINESS
MUL-MUB	MULTIPLE SERVICE BUSINESS (3 +)
5	

APPLICATION DETAILS	
FEE	**AMOUNT**
Receipt Fee	100.00
UMSA Fee	0.00
Beacon Council Fee	50.00
Bingo Permit Fee	0.00
Nightclub Permit Fee	0.00
Multi-Municipal Contractor Fee	0.00
Restricted Contractor Fee	0.00
Library Fee	0.00
Transfer Fee	0.00
Doing Business without a License Penalty	0.00
Late Penalty	37.50
Collection Cost	0.00
NSF Fee	0.00
Prior Years Due	0.00
Amount Recently Paid -	187.50
TOTAL AMOUNT DUE:	**0.00**

If no longer in business, please notify us in writing.

Review and correct the information shown on this application.

A 25% penalty will be assessed to anyone found operating without a paid local business tax, in addition to any other penalty provided by law or ordinance (Sec 8A-176(2))

A Certificate of Use and/or City Business Tax Receipt may also be required.

To pay online go to https://miamidade.county-taxes.com

To pay by mail, make check payable to
Miami-Dade County Tax Collector
Business Tax
200 NW 2nd Avenue, 3rd Floor
Miami FL 33128

To pay in person go to
200 NW 2nd Avenue, 1st Floor
(305) 270-4949
local.businesstax@miamidade.gov

A service fee of not less than $25.00 up to a minimum of 5% will be charged for all returned checks.

? RETAIN FOR YOUR RECORDS ?

& DETACH HERE AND RETURN THIS PORTION WITH YOUR PAYMENT &

MIAMI-DADE COUNTY - STATE OF FLORIDA
LOCAL BUSINESS TAX
2019 - 2020 APPLICATION
7184640
BUSINESS LOCATION:
1111 PARK CENTRE BLVD 104
MIAMI GARDENS, FL 33169

OWNER/CORP
OPTELL SOLUTIONS GROUP
C/O JOHN GAY PRES

OPTELL SOLUTIONS GROUP
C/O JOHN GAY PRES
1111 PARK CENTRE BLVD 104
MIAMI GARDENS, FL 33169

N/A January 15, 2020

RENEWAL
RECEIPT: 7465397
STATE #

BUS. COMMENCEMENT DATE: 04/22/2015

SEC	TYPE OF BUSINESS
MUL-MUB	MULTIPLE SERVICE BUSINESS (3 +)
5	

SIGNATURE REQUIRED — SEE INSTRUCTIONS ABOVE

Please pay only one amount. The amounts due after Sept 30th include penalties per FS 205.053.

If Paid By	Jan 31, 2020	Feb 29, 2020	Mar 31, 2020	Apr 30, 2020
Please Pay	$0.00	$0.00	$0.00	$0.00

700000000000000000000000746539720200000001500000000000000A

29

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: **Optell Solutions Group, Inc.**

   Address: **290 NW 183rd Street**

   City, State, Zip: **Miami, Florida 33169** Phone/Fax: **305-766-3469/305-621-8988**

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: **04/02/2015** State in which Incorporated: **Florida**

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: NA

5. **Name and Title of Principal Officers** **Date Elected:**

   John L. Gay, Jr. 03.01.2015

6. The length of time in business: 5 years

7. ~~The length of time~~ (continuous) in business as a service organization in Florida:

8. Five (5) years

9. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months. Dade Deltas Foundation; Jackson Memorial Hospital; City of North Miami. Attached

10. A copy of County and/or Municipal Occupational Licens Attachede(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: **Optell Solutions Group, Inc.**

   Address: **290 NW 183rd Street**

   City, State, Zip: **Miami, Florida 33169** Phone/Fax: **305-766-3469/305-621-8988**

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: **04/02/2015** State in which Incorporated: **Florida**

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:___NA_____

5. **Name and Title of Principal Officers** **Date Elected:**

   John L. Gay , President _____03.01.2015_____

6. The length of time in business: _____5___years

7. The length of time (continuous) in business as a service organization in Florida:
   _____5_____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.Dade Deltas Foundation; Jackson Memorial Hospital; City of North Miami. Attached

9. A copy of County and/or Municipal Occupational License(s)Attached

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100
PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 68,400.00

SUBMITTED THIS 23rd DAY OF February 20~~19~~20.

BID SUBMITTED BY:

Optell Solutions Group — Company

305-766-3469 — Telephone Number

John L. Gay, Jr. — Name of Person Authorized to Submit Bid

305-621-8988 — Fax Number

J. Gay — Signature

optellsolutions@gmail.com — Email Address

President — Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name John L. Gay, Jr.

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by John L. Gay, Jr. (Name) the President (Title/Position) of Optell Solutions Group, Inc. (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

02/23/2020
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

John L. Gay, Jr. **being first duly sworn, deposes and says that:**

(1) (He)/She/They is/are the **Owner**

(Owner, Partner, Officer, Representative or Agent) of

Optell Solutions Group, Inc. the PROPONENT that has submitted the attached proposal;

(2) (He)/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way

colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Tracy Lyons
Witness

Witness

By: J. Gay
Signature

John L. Gay, Jr / President
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: _____

Title: President

Sworn and subscribed before this

23 day of FEBRUARY, 2020

MIAMI-DADE COUNTY

Notary Public, State of Florida Janis E. Sanders

JANIS E. SANDERS

(Printed Name)

My commission expires: JUNE 19, 2020

NOTARY PUBLIC STATE OF FLORIDA

JANIS ERLEEN SANDERS
MY COMMISSION # FF 963153
EXPIRES: June 19, 2020
Bonded Thru Budget Notary Services

UNITED STATES SERVICES INDUSTRIES

PROPOSAL
RFP NO. 20-0225100
JANITORIAL MAINTENANCE SERVICES

Prepared For

CITY OF OPA-LOCKA

City of Opa-locka
Office of the City Clerk
780 Fisherman St, 4th floor
Opa-Locka, Florida 33054

Submitted by:
United States Service Industries, Inc. (USSI)
Danna Hewick, Vice President
4340 East-West Hwy., Suite 204, Bethesda, MD 20814
P: (202) 824-7412 | F: (202) 393-5541
Email: dannah@ussiclean.com

Due Date/Open: Tuesday, February 25, 2020 at 1:00 p.m.

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TAB 1 –INTRODUCTION LETTER

City of Opa-locka
Office of the City Clerk
780 Fisherman St, 4th floor
Opa-Locka, Florida 33054

To whom it may concern,

United States Service Industries, Inc. (USSI) is pleased to submit for review and consideration our proposal for RFP# 20-0225100 Janitorial Maintenance Services.

Founded in 1912, USSI cleans over 30 million square feet each day. We understand the complexity involved in managing janitorial operations over multiple locations, delivering varying levels of cleaning frequencies and work schedules. Our experience in managing over 600 locations, with different client needs, across the state of Florida is a testimony to this fact.

The following people are authorized to make representations for USSI:

RFP Contact:
Danna Hewick
Vice President
4340 East West Hwy. #204
Bethesda, MD 20814
Phone: (202) 824-7440
Email: dannah@ussiclean.com

Contract Manager:
Viviana Bernal
General Manager
11220 Metro Parkway, Suite 17
Fort Myers, FL 33966
Phone: (239) 470-0020
Email: vivianab@ussiclean.com

Our proposal and all required materials are included in this document.

Sincerely,



Stephanie D. Nester
CFO/ Corporate Secretary
4340 East-West Hwy, suite 204
Bethesda MD 20814
Email: stephanien@ussiclean.com

COMPANY QUALIFICATIONS

UNITED STATES SERVICE INDUSTRIES, INC. (USSI)

4340 East-West Hwy. Suite 204
Bethesda, MD 20814
Ph: (202) 783-2030/ Fax: (202) 393-5541

About us

USSI is a leading provider of environmentally preferable cleaning services in the North and South Florida Regions. USSI offers a full range of commercial cleaning services to suit both private and public sectors at various budget levels. Our team of experienced managers and highly trained staff would ensure City of Opa-locka facilities are safe, healthy and cleaned to the highest standards. We meet and exceed all minimum requirements and insurance coverage as specified in the RFP. Our programs are fully customized and adaptable to meet your current and future needs.

Founded in 1912, incorporated in Delaware in 1972, and headquartered in Bethesda, MD, USSI cleans millions of square feet each day across four states. We service facilities similar in size and scope as City of Opa-locka facilities covered by this RFP, as well as larger and more complex facilities. We focus on what is best for both building occupants and the environment as we continually research and review industry trends, products, latest technology and cost saving ideas.

Core Competencies/ Differentiators

What makes us unique and the best choice for this project include:

- 108 years of custodial/janitorial service experience in all types of properties including offices, civic, educational, medical, recreational, utility, law enforcement, retail, airports, and many more.
- Over 12 years using e-Verify to ensure a legal workforce.
- Green Seal GS-42 certified program, and expertise in providing a high-performance cleaning program focused on promoting sustainable cleaning practices.
- We use automated technology for accurate timekeeping.
- We offer comprehensive Training, Safety and Quality Control Programs.
- We can customize a full-service program that fits your needs.
- Our company culture is driven by rigorous training and proven processes that help us achieve consistent service levels and maintain low turnover rates.

Core Data

OUR CLEANING PHILOSOPHY

We are committed to a "cleaning for health" philosophy using green or sustainable products and adhering to strict standards developed by the US Green Cleaning Council.

OUR VISION

To lead our industry with integrity, commitment and reliability, while focusing on doing the right things in the right way, to make a significant difference for our employees and our customers.

DUNS: 049501430
NAIC Code: 561720
NIG Code: 910
FLORIDA LICENSE: P37332
FEIN#: 52-0897024
TYPE OF BUSINESS: S Corporation

LOCAL OFFICE CONTACT

Viviana Bernal
General Manager
3665 NW 124th Avenue
Coral Springs, FL 33065
C: (239) 470-0020
F: (239) 334-1908
Email: vivianab@ussiclean.com

24/7 Emergency #

1- (877) 743-8449

www.ussiclean.com

Our team

Our management, supervisory and cleaning teams have an excellent track record of delivering consistently high levels of service. Our experience in efficiently managing custodial operations over various facility types, with different client needs, across the state of Florida is testimony to this fact. Our team is committed to finding solutions that are specifically tailored to City of Opa-locka facilities.

An experienced operations manager will be assigned to this account. All of our team members are carefully screened, and e-verified. For your project, we will hire only the most conscientious and professional candidates, and each cleaner will be thoroughly trained in our systems, products, and equipment and the specifics at each site.

"THANK YOU for doing such an AMAZING job for us this weekend! The facility was cleaned all night, each of your employees worked hard. You did a wonderful job communicating to each employee their designated area and duties for the event".
-Amy DiNorscio, City of Boca Raton

Our clients

We currently service many facilities throughout south Florida. We enjoy an excellent reputation for the services we provide to similar clients such as: City of Hallandale Beach, City of Fort Lauderdale, City of Coconut Creek, City of Coral Springs, City of Tampa, Lee County, Florida Gulf Coast University, and many others throughout the state of Florida. We will bring our understanding, experience and stability to City of Opa-locka project. See more information in our testimonial section of our proposal where you can learn how our services have made a difference to our clients.

Our understanding of your project and your needs

To ensure a full understanding of the requirements of your project, our team of cleaning professionals will inspect the site to determine the current state of cleanliness. Based on the scope of work specified for this project in conjunction with feedback we obtain from your facility representatives, and our observations of the facility, we will create an initial cleaning plan designed to immediately elevate the cleaning standard at the sites and establish a baseline for future maintenance over the long term. Our plan will outline the daily, weekly, monthly or periodic maintenance routines for initial term and beyond. *Your customized janitorial maintenance plan will begin promptly and will be monitored at every stage.* Upon award, a list of the specific action items and timeline will be provided. Our project team will work diligently to ensure a seamless transition. Our operations manager, and lead staff will continuously monitor our cleaning teams to ensure the plan continues to meet your needs, and we will modify to accommodate changes to building demands and use.

Our agreement and next steps

We feel it is important that our cleaning teams know your facilities as well as you do, so we will make every effort to keep the team consistent throughout the duration of the agreement. We will implement the appropriate training and incentive programs to keep the team members focused, motivated, and taking pride in the service they provide and the cleanliness of your facilities. Our ultimate goal is a long-term successful partnership with City of Opa-locka based on trust, and good communication. *We are always happy to answer any of your questions.*

Technology

Many of our clients have chosen USSI because we embrace technology, and innovation. Our goal is to deliver great service and solid value. We commit to cleaning your facilities to the highest standards and give you the most in terms of improvement and efficiency. Technological advances continue to make work easier, less time consuming, and more effective. We utilize equipment and processes that are proven to improve the quality, efficiency, and are environmentally friendly. We invite you to partner with us as we evolve and adapt to these changes.

Innovative Solutions

If you wonder what we mean by innovations, some examples include:

1) Automated timekeeping records to accurately track employee attendance.
2) Finding a cleaning method that works best for your facility such as Team Cleaning or Zone Cleaning.
3) Super-efficient, High tech floor cleaning machines, HEPA filter lightweight backpack vacuums, and a color coded cloth system to prevent cross contamination.
4) Web based custom quality control program to utilize during inspections.

By adopting industry best practices, we have been able to offer an overall high level of service to our clients. In our proposal we include their testimonials and a verifiable list of references.

Best Value

USSI has processes in place to keep open and frequent communication with our clients so that we can customize and correct services as necessary.

Management Commitment: we are committed to one vision and using all our resources to achieve it.

Quality Systems and Training: the processes that we have in place help our operations teams work effectively and remain forward minded. All of our employees receive a complete and thorough training.

Health, Safety, and Environmental Stewardship: we follow the highest standards in regulation compliance, workplace training in safety, and health of our employees, building occupants, and the environment.

Human Resources: we hire the best people, e-verify and conduct reference checks. Our HR team is fully dedicated to screening, hiring, and developing employees to perform their best. We make our employees feel appreciated and we reward them for their merits. This has helped us achieve low turnover, and high employee retention. Our Management team has been stable for years, and we have staff members and janitors that have worked for us over 10, 20, and even over 30 years.

Cost: we strive to find better and more cost-effective ways to clean your facilities and use efficient technologies to do so. We pay competitive wages to our employees. We leverage our long-standing partnerships with our vendors to obtain best price on equipment, supplies and materials so that we can pass on savings to our clients.

Service Delivery: We take pride in the services we provide, and we are committed to offering the best the industry has to offer.

"Our focus will be on what is best for you"

VALUE ADDED BENEFITS

EXPERIENCE: USSI has been in business for 108 years, but most importantly, we have the resources, and the knowhow to customize our services to your specific cleaning needs. Because we are a well-established firm with a multitude of resources at our disposal, we are able to do more for less. We leverage our industry partnerships to obtain best price and top-rated products from our vendors. We utilize efficient methods and provide highly trained staff to complete the work efficiently without sacrificing quality.

PROFESSIONALISM: USSI has all the necessary certifications, licenses, and industry affiliations to stay up to date on the latest industry developments and provide professional services to our clients.

CONSISTENCY: USSI is able to perform the required tasks at the same level of quality every time regardless of any occurrences that may impact daily operations. We have the resources and support staff to provide a consistent level of service at all times.

REPUTABILITY: USSI counts the support of many happy and satisfied clients, and we are proud to share some of their testimonials. Our testimonial section includes many of the acknowledgements for a job well done that we have received from similar clients.

ORGANIZATION: USSI ensures adequate organization of information, and support materials so that they can be ready to be presented to our clients upon request.

WELL EQUIPPED: USSI does not believe in utilizing bare bones equipment. We invest in state of the art and latest technology to achieve highest efficiencies and meet ours and our clients' sustainability goals.

FIRM AND FAIR PRICING: USSI knows how to minimize unnecessary costs to market our high standard services at a fair price. Our largest expense is ensuring the necessary funds to pay for "quality" workers. Our employees are e-verified and earn the wages they deserve. We make sure to staff each building with the necessary labor resources to sustain a high standard of service. We offer transparency in pricing because we believe it is important for our clients to be able to compare apples to apples. Our clients know what they are paying for, no unpleasant surprises.

SECURITY AND CONFIDENTIALITY: USSI takes security seriously. We screen and conduct the necessary background and reference checks on all of our employees. We inform our employees of the security protocols at their assigned locations. We have policies in place to limit access to certain areas, and we enforce policies for the management of keys and access cards. In addition, our employees are asked to sign a confidentially agreement to keep information and materials secured.

CLEANING FOR HEALTH & SUSTAINABILITY: USSI services are truly "green". We ensure our methods are safe for our clients and our staff and our services are delivered with the least impact on the environment. Green not only means providing sustainable products, but also utilizing the equipment and methods that meet green cleaning standards. We are one of a few companies that are GS-42 certified.

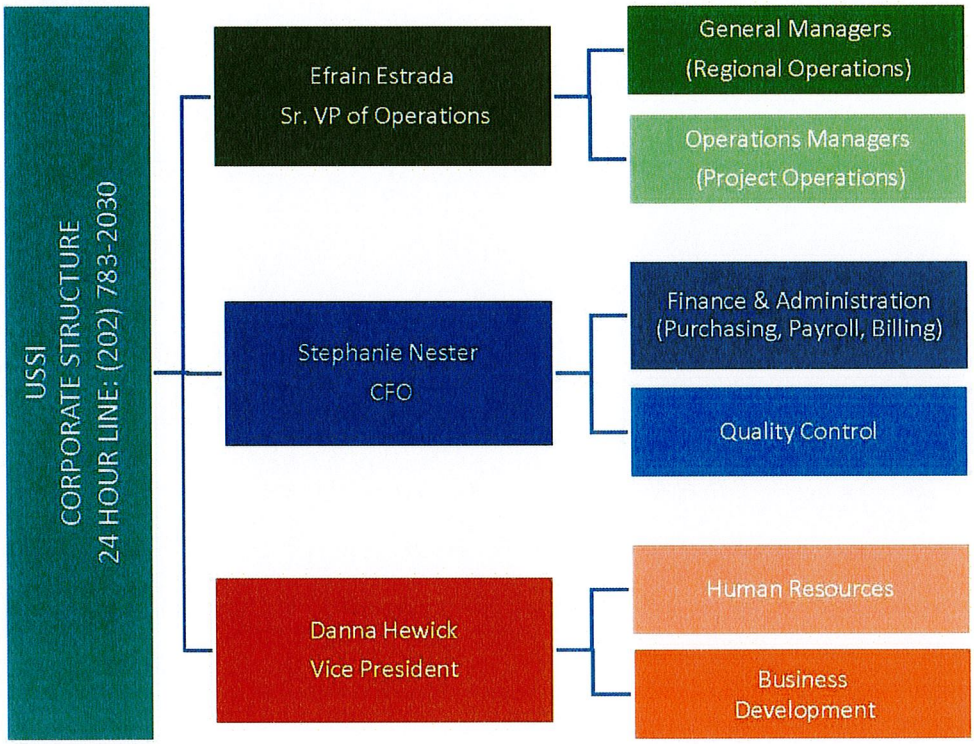
STRICT PROCESSES AND PROCEDURES: USSI conducts regular training to ensure our employees are knowledgeable about the most up to date processes, customer service, health and safety, as well as procedures for quality control.

OWNERSHIP & CORPORATE OFFICERS

USSI is an "S" corporation established and incorporated in the State of Delaware in December 1972. At present, USSI has 1 shareholder on record as having ownership of the entire corporation, James Matthews, Chairman. Company officers: Stephanie Nester, CFO and Danna Hewick, Vice President.

CORPORATE ORGANIZATIONAL CHART

Our management team is comprised of individuals with decades of industry experience, dedicated to delivering the highest levels of service to our clients. With over 1000 full-time and part-time employees in DC, FL, MD and VA, USSI is one of the largest privately-owned commercial cleaning contractors in the region. Below is our organizational structure:



Below is a brief business background and experience summary of each of USSI's key management personnel:



Efrain Estrada
Senior Vice President, Operations

Efrain Estrada joined USSI in January 2008 and oversees overall operations for the company. With over 25 years of experience in the service sector, Efrain is responsible for managing customer and employee relations, operations personnel and ensuring efficient service delivery for the region. Prior to joining USSI, Efrain worked in various managerial positions for Cavalier, A&L Service Industries and UNICCO. Efrain attended the Universidad Nacional De El Salvador in San Salvador, El Salvador.



Stephanie D. Nester
CFO

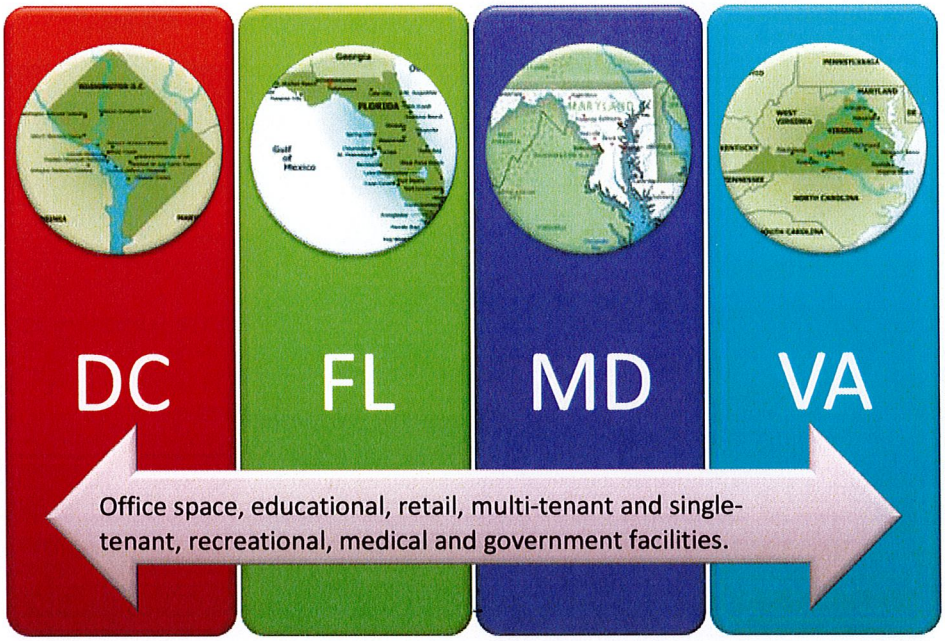
Stephanie Nester joined USSI in July 1996. In her role as CFO, Stephanie oversees payroll, accounts receivable, accounts payable and purchasing departments and is responsible for producing timely and accurate financial statements, as well as protecting USSI's assets. Stephanie graduated from Virginia Polytechnic Institute and State University, and is an active CPA licensed by the State of Maryland. She is also an active member of the American Institute of Certified Public Accountants (AICPA).



Danna Hewick, SPHR
Vice President, Human Resources & Business Development

Danna Hewick joined USSI in July 2013. In her role as Vice President, Human Resources, Danna oversees performance management, training and development, policy and procedure, recruiting and employment practices for both union and non-union staff. In her role as Vice President of Business Development, Danna is responsible for revenue growth, process improvement, sales strategy and implementation, and team development. Danna has over 15 years of strategic human resources and business development experience and holds a Bachelor of Science in Marketing from George Mason University and an Executive MBA from the University of Maryland, Robert H. Smith School of Business.

GEOGRAPHICAL AND VERTICAL MARKETS SERVED



FLORIDA OFFICE LOCATIONS

SOUTH WEST FLORIDA
11220 Metro Parkway, Suite 17, Ft. Myers, FL 33966

CENTRAL & SOUTH EAST FLORIDA
3665 NW 124th Avenue, Coral Springs, FL 33065

NORTH FLORIDA
325 John Knox Road, Building D Suite 104, Tallahassee, FL 32303

State of Florida
Department of State

I certify from the records of this office that UNITED STATES SERVICE INDUSTRIES, INC. is a Delaware corporation authorized to transact business in the State of Florida, qualified on February 3, 1992.

The document number of this corporation is P37332.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 6, 2020, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Sixth day of January, 2020

Secretary of State

Tracking Number: 4284760643CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

State of Florida

Department of State

I certify from the records of this office that USSI is a Fictitious Name registered with the Department of State on June 11, 2018.

The Registration Number of this Fictitious Name is G18000067043.

I further certify that said Fictitious Name Registration is active.

I further certify that this office began filing Fictitious Name Registrations on January 1, 1991, pursuant to Section 865.09, Florida Statutes.

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Twelfth day of June, 2018

Ken Detzner

Secretary of State

EVIDENCE OF INSURANCE CERTIFICATE (COI)

UNITESTA53

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/11/2019

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

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

PRODUCER	CONTACT NAME: Tyneshia Wells
Commercial Lines - (202) 783-5810 USI Insurance Services LLC 601 13th St NW Washington, DC 20005	PHONE (A/C, No, Ext): 804.729.9812 FAX (A/C, No): E-MAIL ADDRESS: tyneshia.wells@usi.com
INSURED United States Service Industries, Inc. 4340 East-West Highway Suite 204 Bethesda MD 20814	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** INSURER A : Travelers Indemnity Co of America — 25666 INSURER B : Travelers Indemnity Company — 25658 INSURER C : Travelers Property Casualty Co of America — 25674 INSURER D : Phoenix Insurance Company — 25623 INSURER E : Federal Insurance Company — 20281 INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 14123357 **REVISION NUMBER:** See below

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			630-7048B505-TIA	04/15/2019	04/15/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 5,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY X Comp $100 X Coll $1000			BA-9M028683 IND	04/15/2019	04/15/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			CUP-0J790420 TIL	04/15/2019	04/15/2020	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB-3K926991-PHX	04/15/2019	04/15/2020	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
E	Crime - Fidelity Bond			8211-6264	04/15/2019	04/15/2020	Client Coverage - $1,000,000 Employee Theft - $1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence Of Insurance

CERTIFICATE HOLDER

United States Service Industries, Inc.
4340 East-West Highway
Suite 204
Bethesda, Maryland 20814

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
United States Service Industries, Inc.

2 Business name/disregarded entity name, if different from above
USSI

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4340 East-West Hwy., Suite 204

Requester's name and address (optional)

6 City, state, and ZIP code
Bethesda, MD 20814

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 2 - 0 8 9 7 0 2 4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ 01/14/2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X — Form **W-9** (Rev. 10-2018)

SUNBIZ REGISTRATION

DIVISION OF CORPORATIONS

Sunbiz.org DIVISION of CORPORATIONS an official State of Florida website

Department of State / Division of Corporations / Search Records / Detail By Document Number /

Detail by Entity Name

Foreign Profit Corporation
UNITED STATES SERVICE INDUSTRIES, INC.

Filing Information

Document Number	P37332
FEI/EIN Number	52-0897024
Date Filed	02/03/1992
State	DE
Status	ACTIVE

Principal Address

4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814

Changed: 05/09/2016

Mailing Address

4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814

Changed: 05/09/2016

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525

Name Changed: 01/30/2015

Address Changed: 01/30/2015

Officer/Director Detail

Name & Address

Title Chairman

MATTHEWS, JAMES
4340 EAST-WEST HIGHWAY SUITE 204
BETHESDA, MD 20814

Title CFO

Nester, Stephanie D
4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814

Title Vice-President

Hewick, Danna
4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814

Annual Reports

Report Year	Filed Date
2018	01/16/2018
2019	01/21/2019
2019	06/11/2019

Document Images

06/11/2019 -- AMENDED ANNUAL REPORT	View image in PDF format
01/21/2019 -- ANNUAL REPORT	View image in PDF format
01/16/2018 -- ANNUAL REPORT	View image in PDF format
07/24/2017 -- AMENDED ANNUAL REPORT	View image in PDF format
01/05/2017 -- ANNUAL REPORT	View image in PDF format
01/12/2016 -- ANNUAL REPORT	View image in PDF format
02/24/2015 -- ANNUAL REPORT	View image in PDF format
01/30/2015 -- Reg. Agent Change	View image in PDF format
02/05/2014 -- ANNUAL REPORT	View image in PDF format
01/09/2013 -- ANNUAL REPORT	View image in PDF format
01/16/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
01/08/2010 -- ANNUAL REPORT	View image in PDF format
07/14/2009 -- ANNUAL REPORT	View image in PDF format
03/10/2009 -- ANNUAL REPORT	View image in PDF format
01/17/2008 -- ANNUAL REPORT	View image in PDF format
01/08/2007 -- ANNUAL REPORT	View image in PDF format
07/05/2006 -- ANNUAL REPORT	View image in PDF format
03/19/2005 -- ANNUAL REPORT	View image in PDF format
04/19/2004 -- ANNUAL REPORT	View image in PDF format
02/27/2003 -- ANNUAL REPORT	View image in PDF format
05/20/2002 -- ANNUAL REPORT	View image in PDF format
05/18/2001 -- ANNUAL REPORT	View image in PDF format
05/17/2000 -- ANNUAL REPORT	View image in PDF format
05/06/1999 -- ANNUAL REPORT	View image in PDF format
05/14/1998 -- ANNUAL REPORT	View image in PDF format
05/15/1997 -- ANNUAL REPORT	View image in PDF format
04/09/1996 -- ANNUAL REPORT	View image in PDF format

2019 FOREIGN PROFIT CORPORATION AMENDED ANNUAL REPORT

FILED
Jun 11, 2019
Secretary of State
9895659106CC

DOCUMENT# P37332

Entity Name: UNITED STATES SERVICE INDUSTRIES, INC.

Current Principal Place of Business:

4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814

Current Mailing Address:

4340 EAST-WEST HIGHWAY
SUITE 204
BETHESDA, MD 20814 US

FEI Number: 52-0897024

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	CHAIRMAN	Title	CFO
Name	MATTHEWS, JAMES	Name	NESTER, STEPHANIE D
Address	4340 EAST-WEST HIGHWAY SUITE 204	Address	4340 EAST-WEST HIGHWAY SUITE 204
City-State-Zip:	BETHESDA MD 20814	City-State-Zip:	BETHESDA MD 20814

Title	VICE-PRESIDENT
Name	HEWICK, DANNA
Address	4340 EAST-WEST HIGHWAY SUITE 204
City-State-Zip:	BETHESDA MD 20814

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: STEPHANIE NESTER CFO 06/11/2019

Electronic Signature of Signing Officer/Director Detail — Date

SIMILAR PROJECT EXPERIENCE

USSI has substantial experience in performing and overseeing janitorial services similar in size and scope as the services required by City of Opa-locka.

Our company has expanded its presence in the state of Florida by millions of square feet of cleanable space in recent years. We feel that this growth along with our high rate of customer retention is a testament to the successful teamwork of our employees. No other janitorial company can match the competency and knowledge of our management team. The USSI team members assigned to City of Opa-locka project have worked in the janitorial industry for many years and understand the unique needs of each contract and the importance of working together to provide superior customer service. Clients that we have serviced in the last five years include:

Name of Agency: City of Coconut Creek
Description: Janitorial services to office buildings and park facilities, approx. 113,492 SF
Contract Period: July 06, 2010 to present, currently ongoing
Contract Cost: $309,824.76 / annually

Name of Agency: City of Hallandale Beach
Description: Janitorial services to 7 municipal locations and parks, approx. 116,300 SF
Contract Period: August 01, 2018 to present, currently ongoing.
Contract Cost: $117,270.96 / annually

Name of Agency: Textron Aviation Services/ Hawker Beechcraft
Description: janitorial and day porter services
Contract Period: 04/07/2014 to present, currently ongoing.
Contract Cost: $63,859.92 / annually

Name of Agency: Collier County
Description: janitorial service to miscellaneous county facilities.
Contract Period: 12/01/2017 to present, currently ongoing.
Contract Cost: $491,534.16 / annually

Name of Agency: Florida Gulf Coast University
Description: Campus wide custodial services.
Contract Period: 07/01/2003 to present, currently ongoing.
Contract Cost: $1,646,692.20 / annually

Name of Agency: Lee County
Description: janitorial service to various downtown facilities.
Contract Period: 05/01/1995 to present, currently ongoing.
Contract Cost: $822,054.72/annually

TESTIMONIALS

Our greatest pride is receiving our client's recognition for the great job and dedication of our staff. Below are samples of the numerous correspondence that we have received in recognition for similar services provided:

From: Koleff, Michael G. <michael.koleff@leehealth.org>
Sent: Friday, August 9, 2019 9:27 AM
To: Fort Myers <FortMyers@ussiclean.com>
Subject: Excellent Service

Viviana,

I wanted to take this opportunity to tell you that Javier and Belkys are by far the best cleaning crew that we have had in the twenty-one years that I have been managing Access Infusion. They are extremely thorough regarding everything that they do and based on their consistently great service I would recommend USSI to anyone.

Best Regards,

Mike Koleff
Director Home Infusion
michael.koleff@LeeHealth.org

LEE HEALTH
Caring People. Inspiring Health

Live the Promise. Be *Exceptional*
Access Infusion
11220-31 Metro Parkway
Fort Myers, FL 33966
239-343-9784
Fax: 239-343-4002
LeeHealth.org

From: Grisel Brewster <Grisel@i-sci.org>
Sent: Thursday, May 2, 2019 8:38 AM
To: Viviana Bernal <VivianaB@USSIClean.com>
Subject: Maite

Hi Viviana,

We just want to let you know that it is a pleasure having Maite. Everyday she comes in with a bright and cheerful demeanor. When called upon, Maite is always willing to go the extra mile to help in whatever is needed. She is a great asset to your company.

Thanks!

Grisel Brewster

Business Manager

IMAG History & Science Center

grisel@theIMAG.org

239-243-0043 X 209

www.theIMAG.org

Begin forwarded message:

From: Steven Hernandez <Steven.Hernandez@tampagov.net>
Date: January 18, 2019 at 12:08:23 PM EST
To: "XimenaM@USSIClean.com" <XimenaM@USSIClean.com>
Subject: Great Job

Please recognize your staff for a great job well done.

I wanted to send a thank you letter on behalf of the Port Tampa Community and staff. It's a breath of fresh air to walk into Port Tampa every morning to a clean building. The ladies that clean here are doing a wonderful job. Thank god for google translate as I was able to communicate that to them using my phone. They communicate well when they notice something that needs to be fixed, they listen and are open minded when cleaning adjustment need to be made and are always friendly. We appreciate them for taking their tasks seriously and serving this community well. Again thank you.

Yolanda Rios
Site Supervisor, Kwane Doster & Port Tampa Community Center
City of Tampa

Steve A. Hernandez
Custodial Services Supervisor,Facility Management
Logistics and Asset Management
1414 North Marion Street Tampa, FL 33602
P: (813) 348-1166 / c: (813) 373-1177 e: Steven.Hernandez@tampagov.net

From: Tony Swanson <tswanson@fbcn.org>
Sent: Sunday, September 8, 2019 4:51 PM
To: Viviana Bernal <VivianaB@USSIClean.com>
Cc: Ivert Gutierrez <ivertg@ussiclean.com>; Marcela Bernal <MarcelaB@USSIClean.com>; Gary Dzioba <gdzioba@fbcn.org>
Subject: Tonights Revival

Please let the staff know that they did an OUTSTANDING job today getting us ready for tonight's revival. Everything looks perfect! Thank you for all of your hard work. Hopefully tonight many people will make decisions to learn more about Jesus and His love for all of us. This couldn't be done without all of your help.

Thank you!

--

Tony Swanson
Director of Operations
First Baptist Church Naples

3000 Orange Blossom Drive, Naples, FL 34109
Tel (239) 596-8600 Ext. 235 | Fax (239) 597-1678

tswanson@fbcn.org | www.fbcn.org

To Know Christ, and make Him known in Southwest Florida and Beyond...

From: McConnell, Vikki <vmcconne@fgcu.edu>
Sent: Tuesday, August 07, 2018 1:23 PM
To: Hehl, Jim <jhehl@fgcu.edu>; Avallone, Vivianne <vavallone@fgcu.edu>
Cc: Yasmile Guillen <YasmileG@ussiclean.com>; Work Management Center <wmc@fgcu.edu>
Subject: FW: Thank you!

Another satisfied customer. ☺

Thank you,

Vikki McConnell
Assistant Director, Business & Finance Operations
Physical Plant
Florida Gulf Coast University
10501 FGCU Blvd. South
Fort Myers, Fl 33965-6565
239-590-1314
vmcconne@fgcu.edu

From: Stabile, Roseanne
Sent: Tuesday, August 07, 2018 11:44 AM
To: McConnell, Vikki <vmcconne@fgcu.edu>
Subject: FW: Thank you!

Roseanne Stabile
Work Management Center Specialist, Physical Plant
Florida Gulf Coast University
Phone: 239-590-1370
Fax: 239-590-1340
rstabile@fgcu.edu
Please consider the environment before printing this email.
"Florida has a very broad public records law. As a result, any written communication created or received by Florida Gulf Coast University employees is subject to disclosure to the public and the media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

From: Cooper, Mary
Sent: Tuesday, August 07, 2018 11:42 AM
To: Stabile, Roseanne <rstabile@fgcu.edu>
Subject: Thank you!

Hi Roseanne,

I just wanted to take a moment to say thank you to all of the hardworking people who keep our building in tip top shape. The head of housekeeping stopped by today to go over some requests. She was so helpful and accommodating.

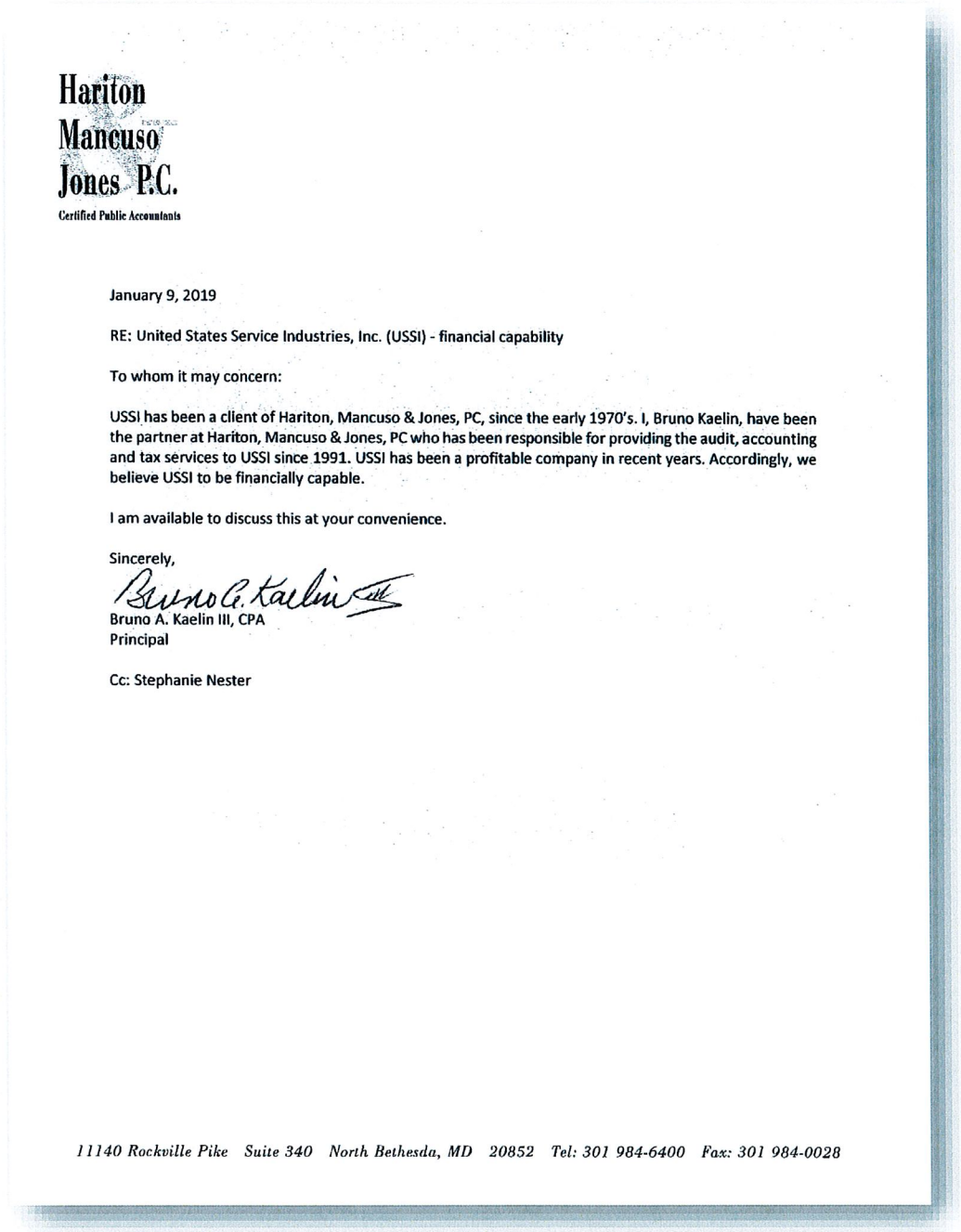
Thanks!
Mary

Mary Cooper | Executive Secretary | Theatre & Visual Arts – AC 107 | **Florida Gulf Coast University** | 10501 FGCU Blvd South, Ft Myers, FL 33965 | Phone: 239-590-7238 | Fax: 239-590-7270 | mcooper@fgcu.edu

Florida has a very broad public records law. As a result, any written communication created or received by Florida Gulf Coast University employees is subject to disclosure to the public and the media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

FINANCIAL CAPABILITY STATEMENTS

United States is financially capable to provide the services as specified in the solicitation document. There is no pending litigation, financial problems, planned office closures or any other conditions that may affect USSI's ability to perform contractually. Audited Financial Statements available upon request. Below are financial capability letters recently prepared on USSI's behalf:



Hariton
Mancuso
Jones P.C.
Certified Public Accountants

January 9, 2019

RE: United States Service Industries, Inc. (USSI) - financial capability

To whom it may concern:

USSI has been a client of Hariton, Mancuso & Jones, PC, since the early 1970's. I, Bruno Kaelin, have been the partner at Hariton, Mancuso & Jones, PC who has been responsible for providing the audit, accounting and tax services to USSI since 1991. USSI has been a profitable company in recent years. Accordingly, we believe USSI to be financially capable.

I am available to discuss this at your convenience.

Sincerely,

Bruno A. Kaelin III, CPA
Principal

Cc: Stephanie Nester

11140 Rockville Pike Suite 340 North Bethesda, MD 20852 Tel: 301 984-6400 Fax: 301 984-0028

First Florida Integrity Bank

The Golden Rule Bank

January 10, 2020

To Whom It May Concern:

Please accept this letter of verification that United States Services Industries, Inc. has maintained accounts with First Florida Integrity Bank since May 2017. As of today all account have remained in good standing.

If I can be of further assistance please do not hesitate to contact me directly.

Sincerely,

Caroline M. Strader

Caroline M. Strader
Treasury Operations Support Manager
239-325-3892

Post Office Box 10910, Naples, FL 34101
(239) 348-8000 Office (239) 213-3342 Fax

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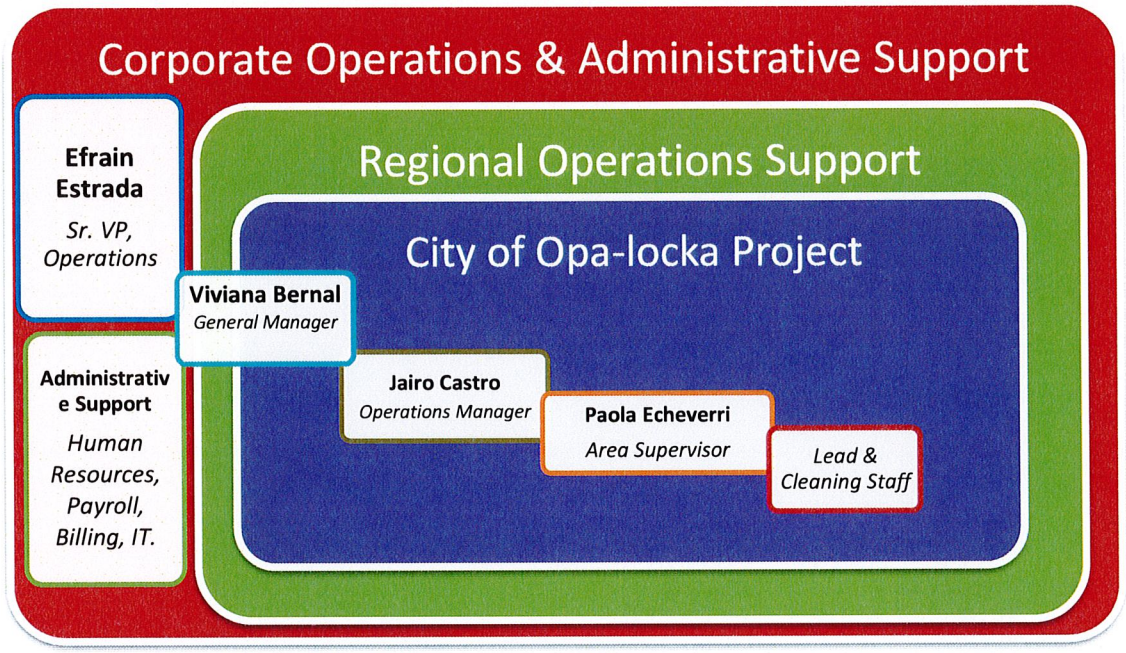
TAB 3 -EXPERIENCE & QUALIFICATIONS OF PERSONNEL

To ensure the highest levels of service at City of Opa-locka facilities, we propose an operations structure as illustrated below:



Mr. Castro and Ms. Echeverri will be supported by USSI's general manager, and senior vice president of operations who will be ultimately responsible for full compliance with contract specifications. Our management team also counts with overhead support from HR, IT, billing and payroll to ensure consistency of service.

Our Administrative support staff and operations teams work cohesively and communicate daily to ensure all project needs are met. Our clients have easy access to any records related to each project. USSI's open door policy also ensures that our employees get the same easy access whenever they need additional support or when they wish to resolve any issues.

PRIMARY CONTACT



Viviana Bernal
General Manager

Ms. Viviana Bernal, general manager, will act as contract Manager and take overall responsibility for City of Opa-locka project. The individuals responsible for managing routine janitorial operations will be our proposed operations manager, Jairo Castro, and our area supervisor, Paola Echeverri. Mr. Castro will be the primary interface between USSI and City of Opa-locka's representatives. The operations manager will be accountable for the management and scheduling of work to be performed under the scope of the contract as well as for hiring, training, payroll and administrative duties related to the facilities. Our project operations management staff is available 24 hours for telephone conversations and/or meetings with City of Opa-locka's personnel regarding the overall janitorial operations and to handle any emergency situations that may arise.

As operations manager, Jairo Castro will take overall responsibility for City of Opa-locka project. He will be the primary interface between USSI and City of Opa-locka's representatives and will serve as liaison between City of Opa-locka and USSI's janitorial staff. Our operations manager will be accountable for the management and scheduling of work to be performed under the scope of the contract as well as for hiring, training, payroll and administrative duties related to the project. Ms. Paola Echeverri will provide supervision and will work directly with the custodial staff.

Mr. Castro and Ms. Echeverri will be available immediately for communications with City of Opa-locka's representatives and will carry a fully functional and operating cellular phone at all times. They are reachable 24 hours a day for telephone conversations or to set up meetings with City of Opa-locka's personnel regarding the overall janitorial operations and/or to handle any emergency situations at City of Opa-locka's facilities.

Mr. Castro and Ms. Echeverri will provide an exceedingly objective view of the operational performance with the best interest of City of Opa-locka always in mind. They will report to Ms. Viviana Bernal, general manager, who will provide any resources necessary from USSI's portfolio of employees and equipment.

Our operations manager will maintain daily communications with City of Opa-locka to receive reports (if any) of cleaning discrepancies, project work, special event requirements or other related information, and to discuss current issues and day and/or evening's cleaning activities. He will also be responsible for the supervision and the continuity in all scheduling concerning the facilities, and he will make regular written inspection reports and advise the USSI cleaning staff of any observations.

USSI will also provide lead personnel to supervise the evening staff, oversee training, safety and building inspections. The lead employees will be supported by the cleaning crew who will perform all janitorial cleaning duties outlined in the contract specifications. The lead employees may receive delegated responsibilities to order supplies, ensure the availability of equipment and handle special requests.

KEY PROJECT PERSONNEL

The following key personnel will be directly responsible for the City of Opa-locka's project:

- Ms. Paola Echeverri, area supervisor
- Mr. Jairo Castro, proposed operations manager
- Ms. Viviana Bernal, general manager (proposed contract manager)
- Mr. Efrain Estrada, senior vice president of operations

The custodial team for this project will be headed by USSI's proposed operations manager, Mr. Jairo Castro, who will oversee training, safety, management, and building inspections. Mr. Castro's responsibilities will include hiring, training, payroll, ordering supplies, ensuring availability of equipment, handling special tenant requests, ensuring consistent service delivery, inventory management, and other administrative duties related to this project. Operations manager duties include:

- Overall project management and supervision.
- Hiring, training, equipping, supervising, directing, discharging.
- Performing quality assurance evaluations and audits to assess compliance with cleaning standards and provide technical guidance and direction to cleaning staff.
- Conducting in-depth janitorial maintenance inspections at all sites to ensure the well-being of all facility occupants, visitors and staff.
- Organizing, planning and directing in-house training programs for janitorial supervisors and staff.
- Planning and conducting meetings with the janitorial staff to ensure compliance with established practices and to implement policies and keep employees abreast of current standards and procedures.
- Providing personal coaching and hands-on guidance to all janitorial staff to improve skills and quality control.
- Overseeing janitorial inventory control and perform annual inventories of janitorial supplies and equipment, such as floor scrubbers, buffers, carpet extractors, wet-vacs, vacuums, etc., and evaluate and recommend the purchase of new janitorial equipment.
- Responsible for the scheduling and completion of all daily cleaning tasks.
- Responsible for the smooth and orderly running of the project, including strict adherence to cleaning specifications, employee selection, and ordering of materials, supplies and equipment.
- Responsible for resolving complaints and handling emergency situations.
- Ensuring that USSI employees comply with all project regulations, security requirements, badge controls, uniforms, etc.
- Responsible for updating the Safety Data Sheets and ensuring USSI personnel are conscientious in their use of materials and supplies.
- Other duties are outlined by the contract specifications.

PAOLA ECHEVERRI

Proposed Area Supervisor

Summary of Qualifications

Dependable, motivated, take charge individual with over 4 years of experience in janitorial functions and supervision of janitorial personnel. Excel at providing great customer service, maintaining a high standard of service, and providing guidance, training and support to all staff.

Demonstrated Competencies:

- Quality – Monitoring my own work and work of team to ensure quality standards are being met.
- Problem Solving – Identifying issues and creating solutions.
- Interpersonal - Maintaining confidentiality and a professional disposition.
- Oral Communications– Participating in active listening and getting clarification when needed.
- Accountability – Holding self and team to company standards consistently.
- Reliability – Seeking clarity and following instructions in response to management direction. Reporting to work and performing duties in a timely and organized fashion.
- Planning/Organizing - Organizing and scheduling staff and their tasks. Ensuring that client, guests, and employee needs are addressed.
- Leadership – Treating others with respect and consideration regardless of their status or position while providing direction.

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC.

Area Supervisor *July 2019 - Present*

Overall responsibilities include

- Project management and supervision
- Hiring, training, equipping, supervising, directing, discharging.
- Performing quality assurance evaluations and audits to assess compliance with cleaning standards and provide technical guidance and direction to cleaning staff.
- Conducting in-depth janitorial maintenance inspections at all sites to ensure the well-being of all facility occupants, visitors and staff.
- Organizing, planning and directing in-house training programs for janitorial supervisors and staff.
- Planning and conducting meetings with the janitorial staff to ensure compliance with established practices and to implement policies and keep employees abreast of current standards and procedures.
- Providing personal coaching and hands-on guidance to all janitorial staff to improve skills and quality control.

- Overseeing janitorial inventory control and perform annual inventories of janitorial supplies and equipment, such as floor scrubbers, buffers, carpet extractors, wet-vacs, vacuums, etc., and evaluate and recommend the purchase of new janitorial equipment.
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- Responsible for resolving complaints and handling emergency situations.
- Ensuring that USSI employees comply with all project regulations, security requirements, badge controls, uniforms, etc.
- Responsible for updating the *Safety Data Sheets* and ensuring USSI personnel are conscientious in their use of materials and supplies.
- Other duties are outlined by the contract specifications.

On-Site Supervisor 2015- June 2019

- Supervised all custodial staff at assigned projects.
- Conducted nightly operational quality assurance inspections, results documentation and follow up.
- Reviewed and coordinated cleaners' daily work schedules, and issued weekly reports.
- Provided training to cleaners on proper procedures, including use of equipment, chemicals and tools. Responsible for compliance with all safety regulations.
- Responsible for coordinating out of scope and emergency clean up services.
- Responsible for overall contract compliance and communications with client.

Prior Experience, Columbia, South America

Independent work, Self-Employed	2013-2014
JTECH, Administrative Assistant	2010-2012
OMNISALUD, Administrative Assistant	2008-2010
CONGRESS OF THE REPUBLIC, Assistant Congressman, Colombia	2004 -2008
EBACPAZ ONG, General Manager	2001-2004

JAIRO CASTRO

Operations Manager

Summary of Qualifications.

Enthusiastic manager with drive, determination and proven ability to ensure efficient and productive operations. Proven track record in achieving client satisfaction and maintaining high standard of services. Provides a positive image of the business and client. Extensive knowledge and training on janitorial and custodial services as well as similar industry knowledge and management skills acquired in the restaurant industry successfully managing, supervising, and overseeing quality control to achieve outstanding service delivery, and overall business success.

Demonstrated Competencies:

- Management of people
- Strong ability to multitask under pressure
- Performance management and improvement
- Managing for legal compliance
- Training and development
- Customer service
- Spanish/English Bilingual
- Relationship building
- Delivering performance through others
- Problem solving and decision making
- Managing to a set budget
- Execution of plans and objectives
- Safety management and improvement
- Quality control and improvement
- Proficiency in Microsoft office programs (Word, Excel, PowerPoint & Outlook)
- Knowledge and experience in the restaurant and janitorial/custodial industries

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC.

Operations Manager, South Florida *June 2019 - Present*

Responsible for planning, directing, and controlling the operations and personnel necessary to provide the contracted services with an emphasis on safety, cost efficiency and quality. Duties include:

1. Managing all operations and personnel in the assigned facility with overall responsibilities for production, safety, quality and other activities necessary to provide the contracted services.
2. Ensuring increased levels of customer and employee satisfaction while improving the efficiency of manpower, supply and equipment.
3. Managing operations by maintaining efficiencies to reduce cost and achieve the highest levels of service.
4. Managing all aspects of service and employee performance to achieve high levels of customer satisfaction.
5. Managing responsibilities and projects and ensuring proper execution to meet deadlines.
6. Continuously striving to enhance and improve the productivity of the team and its ability to create a quality service platform aligned with our client's needs.

POLLO TROPICAL CORP.
Assistant General Manager July 2017 – May 2019

Responsible for managing a high-volume restaurant, operations efficiency and creating a relaxed environment where the restaurant services and food quality is highly controlled. Enforcing high levels of hygiene and strict compliance with all health and safety requirements. Duties included recruiting, training, managing and developing teams, ensuring correct use of cleaning materials and equipment, ordering and management of supplies and food items, resolving customer complaints, monitoring daily and weekly sales and costs, preparing weekly operations pans to achieve goals, developing staff assignments, coordinating coverage for all shifts, account reconciliation, and P&L review.

RAY'S TRUCK SALES
Assistant General Manager, Elizabeth, NJ February 2015 – December 2016

Responsible for managing day-to-day activities of trucking & transportation employees, and two office employees. Duties included payroll, invoicing, reports, financials, dispatching, regulations and safety compliance.

VOLVO GROUP INC/ ARROW TRUCK SALES
Sales Manager June 2010 – December 2015

Responsible for daily sales activities such as assisting clients in selecting products most appropriate for their needs. Cultivated client relationships, increased customer satisfaction, and sustained a good relationship with other stores, conducted appraisals, designed and placed ads for used truck inventory, supervision and training of employees.

MIAMI SUBS GRILL, INC., Fort Lauderdale, FL
Assistant Manager July 2006 – June 2010

Managed a high-volume restaurant. Responsible for effectively developing, managing, and leading the restaurant team to provide excellent service. Duties included keeping control of food and labor costs, ensuring health, safety and hygiene were maintained, recruiting, training and development of staff, resolving customer complaints, organizing daily and weekly cleaning, monitoring sales, and reporting to restaurant owner.

CIRCUIT CITY STORES
Retail Sales Manager, Store #31 May 2000 – June 2006

Education

Manor College -Associate Degree in Business Administration, 2015

Miami Dade Community College -Liberal Arts, 2001=2003

VIVIANA BERNAL

General Manager/ Proposed Project Director

Summary of Experience

Ms. Bernal has been an employee of USSI for over 14 years. Ms. Bernal's extensive experience in the custodial services business is comprehensive. She fully understands the scope of work and she has proven skills at managing custodial services at similar projects involving multiple County facilities. In her role as General Manager, Ms. Bernal presently has the full authority to make representations on behalf of USSI on all her projects throughout South Florida. She has hire-fire authority, purchasing authorization, inspection, reporting and administrative responsibilities and she is the main point of contact in Southern Florida.

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC.
General Manager- South Florida Dec. 2006 to Present

- Reports directly to the Senior Vice President of operations who in turn identifies project assignments and assigns additional support based upon the needs of the region.
- Provides additional management and supervision to Project Managers, building supervisors as well as oversight to cleaning personnel.
- Reviews the operational needs pertaining to supplies, equipment, tools and other materials and makes requests as necessary.
- Meets with customers' management staff and tenants to review performance and determine if added resources are required.

UNITED STATES SERVICE INDUSTRIES, INC.
Area Manager- Seminole County School District Nov. 2006 to Dec.2006

- Coordinated start-up operations, and supported custodial services at various school sites throughout Seminole County.

UNITED STATES SERVICE INDUSTRIES, INC.
Area Manager – Various Orlando Area Accounts Jan. 2004 to Nov. 2006

- Managed and supervised all building supervisors as well as directed day and night cleaning personnel.
- Provided overall management of supplies, equipment, tools and other materials.
- Attended daily, weekly and periodic meetings with property management and facilities staff to review performance, plan and execute improvement plans.
- Conducted nightly quality control inspections and follow up with the client.
- Reviewed and coordinated custodial staff daily work schedules.
- Provided training to supervisors and staff on proper procedures, including use of equipment, chemicals, and safety.

IBM
Call Center Manager 1998 to 2002

- Implemented, directed and managed a Call Center for IBM in South America
- Developed performance measurements.
- Developed training and motivation programs.
- Implemented strategies to improve customer service

ALCUADRADO Prior to 1998
Call Center Manager

BOCHICA Prior to 1997
Human Resources Manager

EFRAIN ESTRADA

Senior Vice President of Operations

Professional Experience

UNITED STATES SERVICE INDUSTRIES, INC. 2008 - Present

Senior Vice President of Operations

- Administer overall organizational priorities, implemented plans, and managed all areas of organizational development, measurably improving institutional productivity.
- Plan, coordinate, and direct the efforts of 8 departments with more than 1,400 personnel.
- Provide oversight for all fiscal matters, including budgetary planning, contractual authority and implementation of fiscal policies for accounts totaling over $25M.
- Enhanced organizational effectiveness and performance by reengineering internal functions to meet challenging yet realistic goals.
- Develop job descriptions that accurately described responsibilities and are consistent with specific levels of compensation.
- Develop personnel requirements, schedules, scope, content and travel plans, resulting in 100% of the inspections completed on-time, within budget and to the satisfaction of senior management.
- Coordinate technical and professional courses that provided for employees' professional development and benefit the organization's short and long range goals.

UNICCO INTEGRATED FACILITIES SERVICES 2002-2007

Operations Manager

- Direct and coordinate overall management of assigned book of business of an excess of 15.2M Sq/Ft.
- Quality assurance, customer and tenant satisfaction, P&L overall responsibility, budget development, strategic planning, sales and marketing responsibilities

UNICCO INTEGRATED FACILITIES SERVICES 2000-2002

Project Manager

- Direct and coordinate overall management of United States Patent and Trademark Office Project of an excess of 3.2M Sq/Ft.
- P&L responsibility, quality assurance, customer and tenant satisfaction.
- Budget development, strategic planning, sales and marketing responsibilities

H&A GENERAL MAINTENANCE 1997-2000

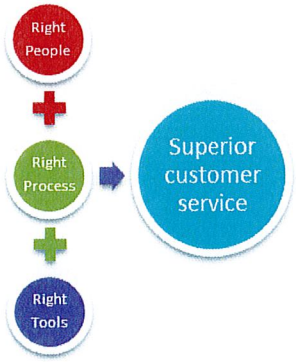
Operations Manager

- Managed over 24 accounts throughout metro D.C. area totaling 5M sq. ft.
- Overall P/L and revenue enhancement responsibility.
- Responsible for implementing and managing administrative procedures.
- Budget development, strategic planning, sales and marketing responsibilities

TAB 4 -RESOURCES & APPROACH

City of Opa-locka facilities are unique and so is our cleaning.

Each facility has distinct cleaning requirements that need to be addressed specifically to ensure high levels of service. USSI develops a customized operations plan for each facility, based on specific requirements of each site. Our cleaning method is based on the key principles of delivering process, performance and results. In addition to delivering operational excellence, USSI strives for superior customer service through our various support systems.



By providing our cleaning crew with the right training, tools and chemicals, USSI is committed to exceeding the expectations of our clients.

WARRANTIES

USSI warrants that all services provided hereunder will be performed in a diligent, professional, and workmanlike manner in good faith and according to good Industry Practices, with no exceptions taken for any requirements under this RFP.

ADMINISTRATION & SUPPORT SYSTEMS

USSI's front-line crew is augmented by a strong support system to enable a seamless customer experience. Our management team has a wealth of experience from within and outside the industry to enable USSI to deliver on the promise of superior customer service.

Our employees are our most valuable assets. Our strong management structure supported by our human resources department provides daily support. The purchasing department ensures that supplies, tools and equipment are readily available to get the job done. USSI's payroll department ensures that our employees are paid correctly and on time.

While we pride ourselves on our cleaning operations, we distinguish our services based on the support system that we offer our clients. USSI's operations staff meet with our clients on a periodic basis to understand any unique requirements and ensure tenant satisfaction. Our billing and contracts department assists clients with requests for billing adjustments, contract updates and certificates of insurance.

BILLING/INVOICING PROCESSES

As an industry leader in automation, USSI electronically bills (e-bills) all contracts as standard practice on or about the 1st of each month. Where requested, USSI also provides a hard copy as back-up. USSI will comply with the invoicing procedures outlined in the contract.

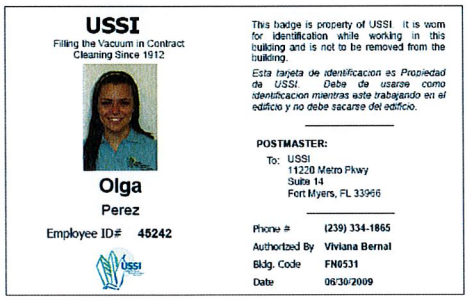
For supplemental work, our operations manager submits a "BI" or Billing Instructions to the Accounts Receivable department within 5 working days of performance of such work. Accounts Receivables, in turn, e-bills or sends out hard copies of bills within 5 days of receipt of BIs. Our standard payment terms are net 30 days.

UNIFORMS & IDENTIFICATION

The appearance of the front-line employees reflects directly upon City of Opa-locka. Therefore, it is vital to portray the proper image at every location. At your discretion, we recommend the below uniform standards be used.



We also issue picture IDs to our employees for easy identification. A sample is shown below:



KEY CONTROL & SECURITY

Because USSI understands the importance of safety and security in each location we service, we've developed a policy to ensure proper distribution and handling of all keys for the locations we service. Access to locked facilities and areas required for the performance of an employee's assigned tasks will be provided through the issuance of an appropriate key required for entry into the authorized area or areas.



Keys to all sites, administration buildings, offices, and other facilities will only be issued to a USSI employee upon proper clearance through all necessary background checks. Any person, who knowingly makes, duplicates, possesses or uses access-controlled keys for entry to any area without appropriate authorization will be subject to disciplinary action by USSI.

Persons to whom key(s) are issued must sign the key request form when they pick up their key(s) acknowledging receipt of the key(s) and agreeing to assume full responsibility for the security and proper use of keys issued to them.

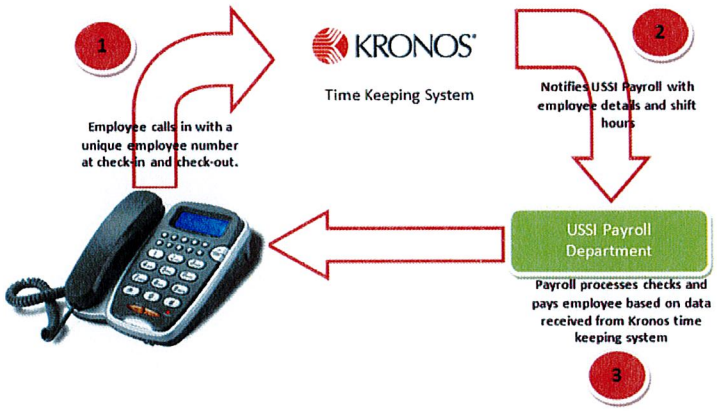
TIMEKEEPING & ATTENDANCE

There are several timekeeping methods that are effective for tracking employees' attendance. USSI will evaluate the best method that fits the size and location of each facility. At most locations, we use the Kronos system which has proven to be a most accurate and reliable method of timekeeping and we consider it vital to maintaining a successful project. This system ensures accuracy in payroll and shift hours while giving our managers comprehensive data on each shift at each location cleaned by USSI.

To supplement our Kronos system, USSI also uses a new face recognition system (FINDD), and it is currently being used at select locations. More information on FINDD is included on the following page.

As back up to our automated records, USSI also maintains daily logs for shift attendance at each site. Each employee is required to sign in and sign out the hours of attendance each day.

When requested, USSI can share the attendance reports generated by the Kronos and/or the FINDD system with your key representatives. Following is an overview of both systems:



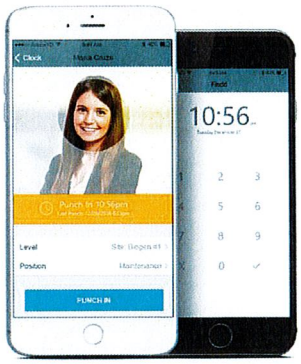
Key steps in logging, recording and processing employee payroll using the Kronos system are summarized below:

1. Each employee is issued a unique employee id.
2. Employee enters employee id using the phone assigned to each site during shift check-in and check-out.
3. The Kronos 4500 Touch ID logs each scan and records the shift hours worked by a particular employee.
4. Details of the employee and daily shift hours are transferred remotely to USSI's central payroll department.

USSI's payroll department processes the information received from the Kronos time-keeping system to deliver checks to the employee.

TECHNICAL SUPPORT

USSI strives to stay up to date with new technological advances that impact the building services industry. In addition, USSI employs full-time IT specialists fully dedicated to developing and customizing proprietary programs for the company as well as assisting with the implementation and troubleshooting of new programs. USSI recently launched the FINDD Facial Recognition Time Tracking program. With Findd's mobile facial recognition, state-of-the-art biometrics are obtained on any mobile device-smartphone and tablet, and it is used to accurately track employee attendance. The many benefits of this system include:



- Facial Recognition- preventing employees from clocking others and eliminating the risks of processing payroll for ghost employees.
- Facial recognition is considered superior to fingerprint readers, hand readers, or other biometric systems.
- Employees can punch in every time which means more time to concentrate on work and less on the time keeping system.
- It's easy! No training required. Nearly everyone knows how to take a selfie.

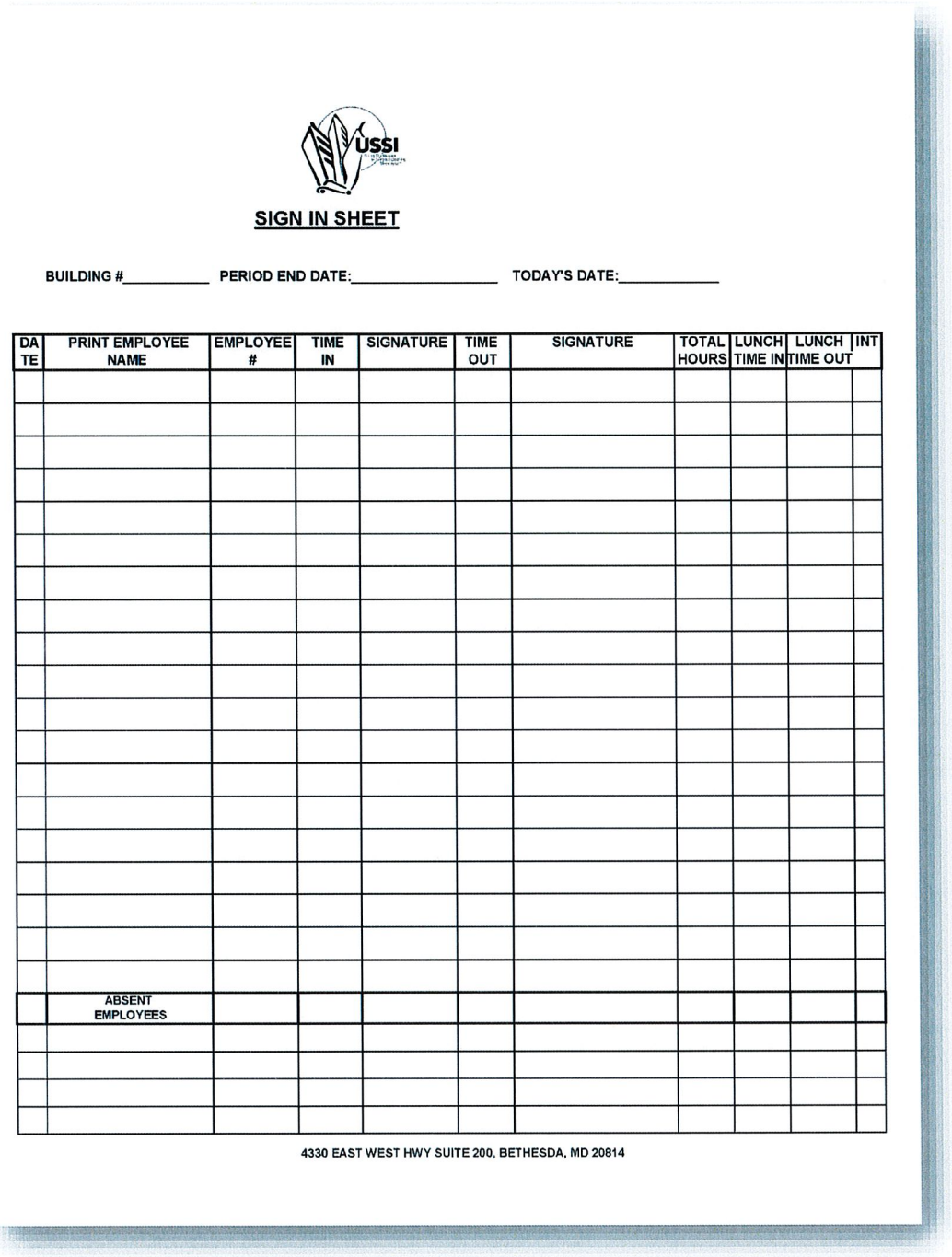
COMMUNICATIONS

USSI believes that good communication is the heart of any quality assurance program. As such, City of Opa-locka's representatives will have 24/7 access via cell phone to USSI management and lead staff.

USSI is on the cutting edge of technology and our management staff will be assigned an iPhone or other Smartphone handheld device so that they can be in constant contact with our customers both by telephone and email. This is just one more way we strive to provide our customers with the highest level of service possible.

Effective flow of communication between facility management, custodial staff and building occupants will facilitate ongoing improvements, resolve recurring complaints and result in a safer work environment.

DAILY ATTENDANCE AND PAYROLL SHEETS SAMPLE FORMS USED AS BACK UP TO AUTOMATED RECORDS:



USSI

SIGN IN SHEET

BUILDING #_____ PERIOD END DATE:_____ TODAY'S DATE:_____

DATE	PRINT EMPLOYEE NAME	EMPLOYEE #	TIME IN	SIGNATURE	TIME OUT	SIGNATURE	TOTAL HOURS	LUNCH TIME IN	LUNCH TIME OUT	INT
	ABSENT EMPLOYEES									

4330 EAST WEST HWY SUITE 200, BETHESDA, MD 20814

HIRING PROCESS & HUMAN RESOURCES

The hiring process at USSI is a 5-step process:



The first step in the hiring process begins with advertising for specific job functions and roles. Advertisements are posted in local newspapers, ethnic radio, internet job boards and on our website. Other sources include referrals and job fairs.

Job applications are received either at our local office, or on-site at specified buildings. Applications are reviewed and qualified candidates are identified and interviewed. Prospective employees are evaluated on experience, education, background information, and location preferences.

The hiring process involves employees submitting I-9 form information, tax information, as well as authorizing USSI to conduct background checks, where required, and mandatory, third-party drug testing.

Additionally, all employees are informed of USSI's Equal Employment Opportunity, affirmative action policy, substance abuse policy and our policy against discrimination and sexual harassment.

Once hired, employees report to work sites to undergo preliminary orientation by supervisors. Additional training on work rules, operational procedures and job-specific skills is an on-going responsibility of site supervisors and operations management.

All employees are informed of USSI's strong position against discrimination and sexual harassment. After training and passing a test, every worker is required to sign a statement indicating compliance with the company policy. Each employee is provided training on discrimination and sexual harassment as well as the proper course of action if the employee observes or is subjected to discrimination or sexual harassment.

Through a process that involves careful screening and training, USSI ensures that we hire the best employees to deliver the highest level of service. USSI will maintain the necessary staff to provide all agreed upon services.

COMPENSATION

USSI compensation meets minimum wage requirements, and compensates employees competitively based on their position and experience.

TURNOVER & RETENTION

USSI believes in treating its employees with respect and providing proper training. The result is a happier, well informed cleaner capable of moving up and assisting others. This promotes a healthy work atmosphere, increased production and sincere ownership in each task completed. We have found that our cleaners want to come to work because they enjoy their jobs, resulting in a very low rate of absenteeism and turnover.

To reduce turnover, USSI offers several different programs to motivate its workforce, and these programs vary by individual accounts. Several accounts participate in an "Employee of the Month" program which rewards the cleaners with a monetary bonus for outstanding performance and going above and beyond for our customers. Other accounts choose to participate in a quarterly group pizza party when they meet their goals. The managers at each account decide which incentive plan works best for their employees.

USSI evaluates the performance of staff members on each project. Operations managers and supervisors consistently meet with senior corporate management to discuss employee performance, therein identifying those persons warranting recognition and/or promotion. This process also identifies individuals who may need additional training or constructive feedback. USSI communicates with our employees that excellent performance will lead to advancement in position responsibility and salary. USSI provides employees with competitive salaries and a comprehensive benefits package. Our program to retain employees also includes an employee recognition program, a project recognition program, and a bonus program.

BACKGROUND CHECKS

Once a decision has been made regarding interest in hiring an applicant, an offer will be made contingent upon satisfactory completion of reference checks and criminal background checks.

USSI will conduct background checks at no additional cost to the client when specified in the solicitation documents, or for a nominal fee when not specified and requested after contract award.

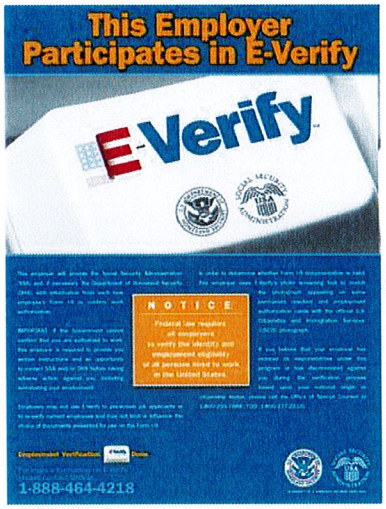
E-VERIFY

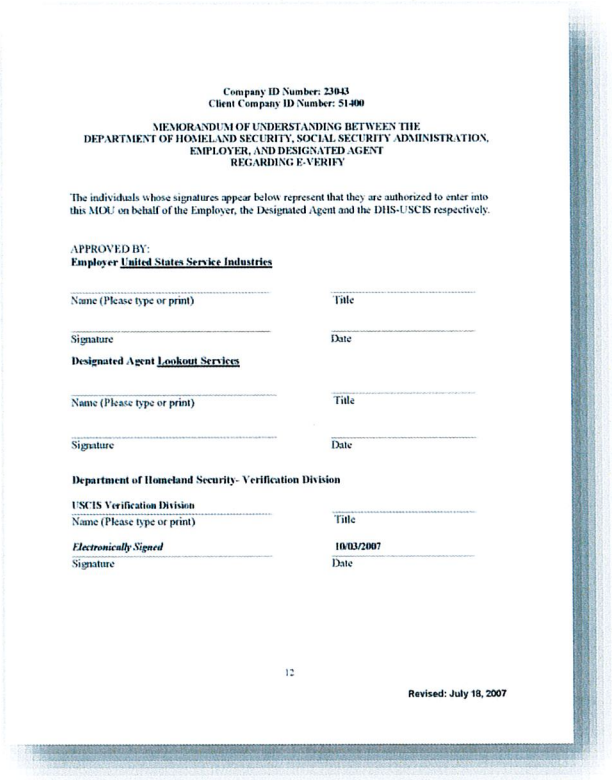
USSI uses the E-Verify system to verify the employment eligibility of all new hires. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). All new USSI employees hired since January 1, 2008 have been processed using E-Verify. According to the U.S. Citizenship and Immigration Services (USCIS), E-Verify is the best means available for employers to electronically verify the employment eligibility of their newly-hired employees.

Once USSI hires a new employee, we enter the individual's I-9 information into a third party portal (Lookout Services, http://www.lookoutservices.net/), which in turn allows access to the E-Verify system. The E-Verify system, based on records from the Department of Homeland Security (DHS) and the Social Security Administration (SSA), notifies us regarding the individual's employment eligibility. If E-Verify determines that there is an issue, the employee must resolve the issue according to a specific process and timetable in order to remain employed.

Key benefits of using the E-Verify system include:

- Helping employers maintain a legal workforce
- Virtually eliminating Social Security mismatch errors
- Improving the accuracy of wage and tax reporting





Company ID Number: 23043
Client Company ID Number: 51400

MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF HOMELAND SECURITY, SOCIAL SECURITY ADMINISTRATION, EMPLOYER, AND DESIGNATED AGENT REGARDING E-VERIFY

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the Designated Agent and the DHS-USCIS respectively.

APPROVED BY:
Employer United States Service Industries

Name (Please type or print) | Title

Signature | Date

Designated Agent Lookout Services

Name (Please type or print) | Title

Signature | Date

Department of Homeland Security- Verification Division

USCIS Verification Division
Name (Please type or print) | Title

Electronically Signed | **10/03/2007**
Signature | Date

12

Revised: July 18, 2007

GREEN CLEANING PROGRAM

USSI's Green Cleaning Program is a high-performance cleaning program focused on promoting sustainable cleaning practices that protect human health, building finishes, building systems and the environment. An effective implementation of the green cleaning program results in minimizing the impact of the janitorial operations on the environment, protecting health and contributing to any current or future sustainability initiatives at your facilities.

Our green cleaning program addresses the following key janitorial areas that have a direct impact on human health and environment:

- Promoting the use of sustainable cleaning products and equipment.
- Establishing standard operating procedures (SOPs) for typical cleaning and maintenance tasks focused on sustainable cleaning practices.
- Conducting an audit program to monitor effective implementation of the policy and encouraging continuous improvement.
- Outlining specific guidelines regarding chemical handling, equipment maintenance, communication protocols, documenting and tracking key metrics that demonstrate impact of the janitorial operations on the environment.
- Training janitorial employees, with an emphasis on safe handling and storage of cleaning chemicals and hand hygiene, as well as hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

The core principles underlying the policy include reduced or no use of potentially harmful cleaning chemicals, removal or elimination of dirt, dust and other contaminants, protection and preservation of surfaces during cleaning and proactive strategies to reduce contaminant infiltration at source.

Cleaning operations are an integral sub-system of the overall sustainability efforts at facilities which require coordinated interaction of people, processes and products to ensure the success of green cleaning.



Additional benefits of a green program include:

1. Improved indoor air quality
2. Healthier facilities for tenants and cleaning crew
3. Minimized exposure to aggressive chemicals
4. Reduced water and air pollution

By actively partnering with our vendors and suppliers, we can implement a green program at your facilities, without significant cost overruns.

GREENSEAL (GS-42) CERTIFICATION

USSI achieved Green Seal certification after being evaluated by Green Seal to comply with the rigorous environmental and performance requirements of the Green Seal Environmental Standard for Cleaning Services (GS-42, 2006). Green Seal is an independent, non-profit organization that provides science-based environmental certification standards for hundreds of products and services.



Green Seal,® Inc. Proudly Presents Certification to

United States Service Industries (USSI)

Green Seal, Inc. certifies that the following program complies with the Green Seal Standard for Commercial and Institutional Cleaning Services (GS-42) and is licensed to use the Green Seal Certification Mark:

GreenLead© Program

Certified August 24, 2009.
Reissued July 18, 2019.

Doug Gatlin, CEO

PRODUCTS AND MATERIALS

USSI will furnish all supplies and materials necessary to perform the requirements of the contract. All products will conform with the requirements stipulated in the RFP.

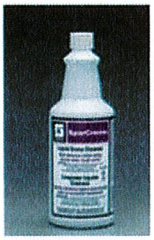
All janitorial cleaning supplies provided by USSI will be utilized properly and safely in accordance with manufacturer's specifications. Sufficient back-up stock will be kept in storage in case of shortage or emergency. The following are the core chemicals used by USSI in daily cleaning operations:



Clean by Peroxy # 15 General Purpose Cleaner



Lite´n Foamy Sunflower Fresh hand, hair and body wash



Meets California Code of Regulations VOC Levels

SparCreme: Deep cleanser



Crew® Bathroom Cleaner & Scale Remover



Spartan Green Solutions Floor Seal & Finish

The chemicals used in daily cleaning operations have been carefully chosen to not only clean effectively, but also to minimize harm to the environment.

At least 30% of total annual purchases (by cost) of cleaning materials and products will comply with the sustainability criteria outlined below:

- ***Cleaning products*** that meet one of the following criteria:
    - Green Seal GS-37 for general-purpose, bathroom, glass and carpet cleaners
    - Ecologo CCD-110 for cleaning and degreasing compounds
    - Ecologo CCD-146 for hard surface cleaners
    - Ecologo CCD-148 for carpet and upholstery care

- ***Disinfectants, metal polish, floor finishes, strippers or other products*** not addressed by the above standards meet one or more of the following standards:
    - Green Seal GS-40 for industrial and institutional floor care products
    - Ecologo CCD-112 for digestion additives and odor control
    - Ecologo CCD-113 for drain or grease traps additives
    - Ecologo CCD-115 for odor control additives
    - Ecologo CCD-147 for hard floor care

EQUIPMENT

USSI owns and utilizes the best tools and chemicals suited for each facility, based on the specific requirements of each facility. Our commitment to preserving the environment is reflected in the use of Green Seal certified chemicals, wherever possible, in our routine cleaning operations. Ergonomic tools, such as the ProTeam SuperCoach Backpack vacuum are not only designed to safeguard the health and well-being of our employees but are also proven to improve indoor air quality (IAQ).

Our state-of-the art, ergonomic equipment ensures optimal employee productivity and safety. All new powered cleaning equipment purchased and used at the facility will comply with the criteria outlined below. All new cleaning equipment (by cost or number) will meet the requirements, as indicated below:

- ***Vacuum cleaners*** are certified by the Carpet & Rug Institute "Green Label" Testing Program and operate with a sound level less than 70dba. Vacuum cleaners are equipped with special High-efficiency particulate air (HEPA) type bags.
- ***Carpet extraction equipment*** used for restorative deep cleaning is certified by the Carpet & Rug Institute "Seal of Approval" testing program for deep cleaning extractors.
- ***Powered floor maintenance equipment*** including electric and battery powered floor buffers, waxing machines, stripping machines, and burnishers is equipped with vacuums, guards and/or other devices for capturing fine particulates and operate at a sound level of less than 70dba.
- ***Propane-powered floor equipment*** has high efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resource Board (CARB) or EPA standards for the specific engine size and operate at a sound level of less than 90dba
- ***Automated scrubbing machines*** are equipped with variable speed feed pumps and on board chemical metering to optimize use of cleaning fluids
- ***Battery powered equipment*** is equipped with environmentally preferable gel batteries
- ***Powered equipment*** is ergonomically designed to minimize vibration, noise and user fatigue
- Equipment is designed with safeguard such as rollers or rubber bumpers to reduce potential damage to building surfaces.
- ***Safety equipment*** including ladders, scaffolding, safety harnesses, first aid kits and safety googles appropriate for the performance of services.
- ***Working tools and equipment*** such as mops, buckets, brooms, and dust pans, window washing tools, high pressure washer machine, dusters, toilet cleaning tools, plungers, putty knives, dusters, sponges, rags, window squeegees, floor pads, rubber gloves, spray bottles are provided.
- ***Communication equipment*** such portable radios, cell phones are provided to supervisory staff.

CORE EQUIPMENT

The following are samples of core equipment is available to USSI to use in routine janitorial operations:



Backpack Vacuum Cleaner:

ProTeam SuperCoach



Steam Machine:

90 psi steam pressure



Floor Machine:

Tenant FM 17 SS



Walk behind Floor Scrubber:

Tenant T-300



Hi Speed Dust Control Burnisher:

Tenant BR 2000

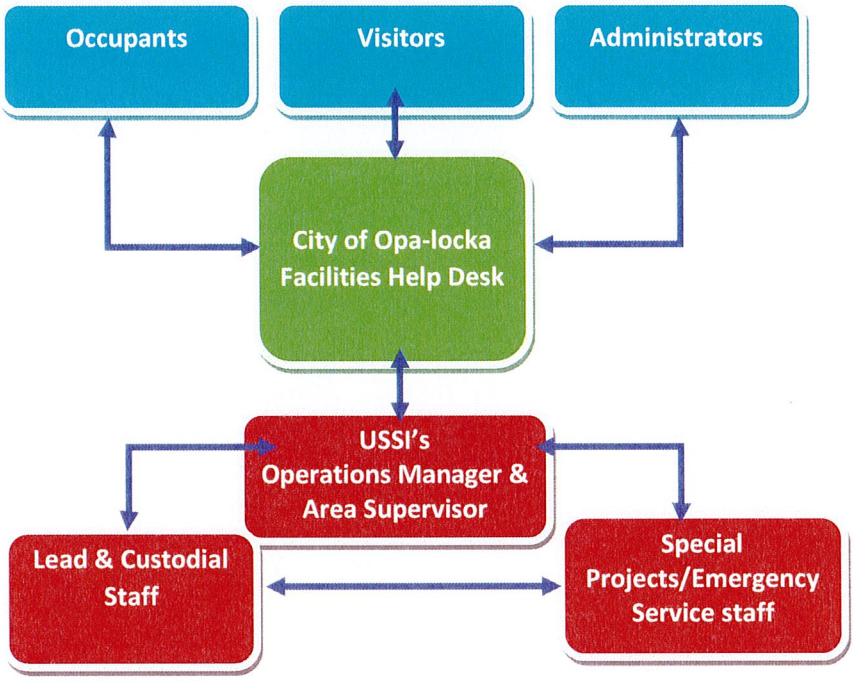


Wet/Dry Vacuum:

Tenant V-WD-15

ISSUE RESOLUTION PLAN

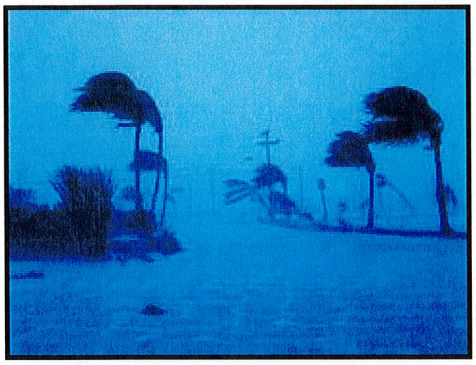
In a multi-occupant environment such as City of Opa-locka facilities, effective communication is the key to resolving occupant complaints. City of Opa-locka's representatives play a central role in coordinating complaints through our operations manager. The flow of communication between building occupants and the resolution of complaints can be illustrated as below:



Routine complaints are communicated by facility occupants and/or staff to the facilities help desk via email, phone or other established method of communication. City of Opa-locka's representatives prioritize the complaints and notify the operations manager of the specific issues that need to be managed. The operations manager directs staff members regarding the tasks required to resolve the tenant complaint. Once the task is completed to the tenant's satisfaction, the operations manager updates City of Opa-locka's representatives on the status of the complaint.

Any unresolved complaints will be highlighted to understand the reason why the complaint was not addressed, and steps should be taken to address the issue. Recurring complaints, if any, need to be identified and a plan to address the complaint should be incorporated into the routine operations plan.

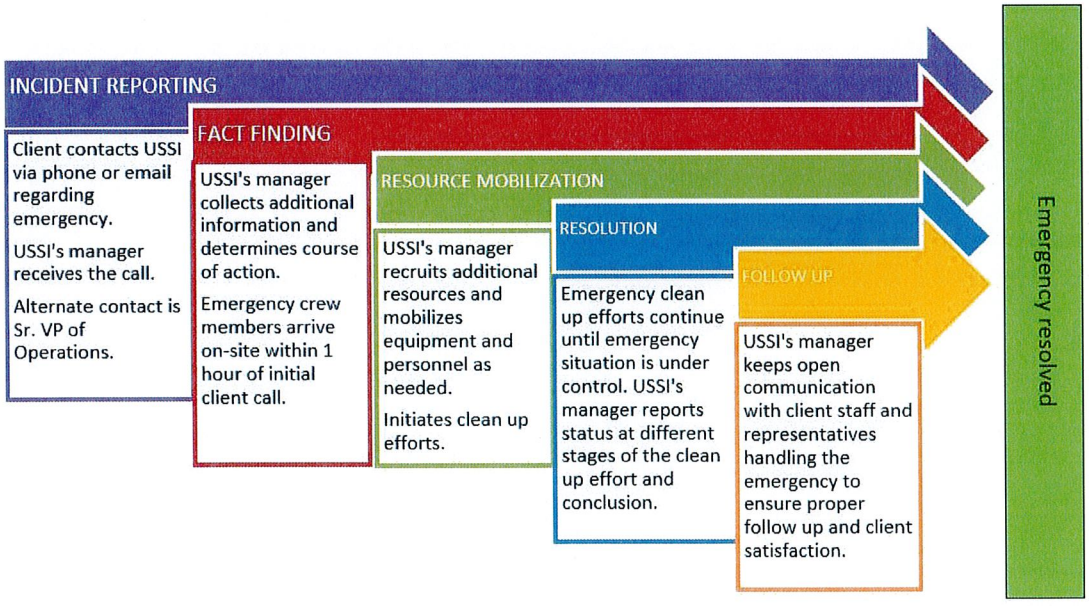
EMERGENCY OPERATIONS



USSI is ready for any emergency and will respond within the specified time frame as per our agreement with City of Opa-locka. USSI employees are available to perform emergency cleaning services on a twenty-four (24) hours a day, seven (7) days a week basis to respond to urgent calls or emergency situations such as, but not limited to spills, flooding, overflows, and other potential safety and health hazards requiring an immediate response.

During and after a public emergency, disaster, or hurricane, your facilities will be given "priority" for any clean up services required. It is vital and imperative that the majority of citizens are protected from any emergency situation, which threatens public health and safety, as determined by City of Opa-locka. USSI recruits staff and maintains contact information for those employees available to provide services during mandatory evacuations. USSI agrees to provide services to our client's facilities as opposed to a private citizen, on a priority basis. A fair and reasonable price for additional services provided in the event of a disaster, emergency or hurricane is expected. USSI shall furnish a list to your organization with "24 hour" phone number and contact personnel phone numbers to reach in the event of a mandatory evacuation emergency.

To support our daily cleaning operations, USSI has created an emergency response team that acts as a SWAT team when accidents and emergencies occur. The USSI Emergency Response Team is comprised of highly experienced and trained specialists in the areas of mold remediation and flood emergencies. This team is dedicated to answering flood emergencies, 24-hours a day, and 365-days a year.



TRAINING PROGRAM

Employee Training is at the core of service delivery at USSI. A combination of on-the-job training and formal class-room style approach ensures our employees upgrade their skills on a regular basis. We train all new employees when they start and whenever new job assignments are given. Training is also provided whenever new substances, processes or equipment are introduced.

BENEFITS

1. **Safety:** increased awareness of things that are not right or present a potential hazard to the facility's users.
2. **Appearance:** appearance and first impressions matter and have a direct impact on the occupants and guests experience, as well as the credibility and reputation of your organization.
3. **Health:** effective training reduces potential for illnesses, for infections or reactions related to viruses or bacteria, as well as adverse reactions to chemicals that may be used in cleaning at a facility.
4. **Efficiency:** proper training ensures tasks get done faster, efficiently and in a manner that is less stressful for the employees which facilitates continued productivity.
5. **Organizational success:** the frontline team ensures facilities are clean and safe, and run efficiently & cost effectively.

OUR EMPLOYEES LEARN

During the initial training our employees learn standard operating procedures (SOPs), safety procedures and best practices. This training typically occurs before personnel are assigned to a facility. After job placement, each employee receives building specific training focusing on all the requirements and work specifications for the project. Topics covered during training include but are not limited to:

- Standard operating procedures for general cleaning.
- Green cleaning & sustainability.
- Chemical handling & safety. In-depth knowledge on chemical properties, dilutions & proper applications.
- Hard floor & carpet cleaning.
- Restroom, shower room & fitness center cleaning.
- Disinfection, including *Bloodborne Pathogens* and OSHA clean-up protocols.
- Hazardous waste removal.
- Above-the-floor cleaning, including glass, stainless, wood, plastic, pressure washing, etc.
- Building safety & security.
- Emergency preparedness.
- Equipment operation and preventive maintenance.
- Customer service and professional interaction with customers, associates and visitors.



THROUGH OUR TRAINING PROGRAM, USSI HAS BEEN ABLE TO:

a) Improve morale and reduce turnover
b) Motivate employees
c) Recognize achievements & provide advancement opportunities
d) Evaluate employee performance according to set standards
e) Identify areas that require additional training

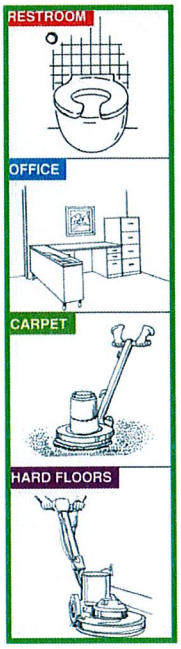
All training materials are available in English and Spanish.

SAFETY & SECURITY FIRST

USSI staff is proactively trained on job safety including procedures for entering and leaving the workplace, and how to remain alert to safety and other security risks. Suspicious packages are to be left where they are and reported immediately to the site supervisor or assigned representative.

"Strength doesn't come from what you can do. It comes from overcoming the things you once thought you couldn't"

HOW WE DO IT



USSI's training program assesses each individual's training needs and trains them to the standards your contract requires.

It is our policy to conduct training in-house, and we train all of our on-site managers, supervisors, and cleaning staff to upgrade their skills on a regular basis. We also provide feedback to our employees on their progress and achievements.

TRAINING METHODS

We leverage our strong vendor partnerships to perform on-site training for employees using various methods including:

- Step-by-step instruction guides
- Instructional videos
- On-site wall posters

Our project operations managers have full authority and responsibility to implement customized training programs for each facility serviced. Communications with our employees are conducted in a language they can understand. We also facilitate understanding by providing visual aids. All training materials are kept at each location serviced and include detailed information on each of the training topics discussed in the previous page.

All methods of training are interactive to promote participation, and greater understanding with the overall intent of increasing employee retention. The basis for this promotes an environment of respect and support for each other. This in turn, translates to satisfied employees willing to go the extra mile.

In addition to ongoing, on-site training, at selected locations, USSI also offers "Boot Camps" where cleaning workers are trained for 4-5 hours in a classroom environment. At minimum, all custodial staff members are trained in proper chemical handling, maintenance and use of equipment and cleaning procedures. Supervisors and managers responsible for ordering supplies are trained in the selection of sustainable cleaning products and materials.

Site specific training includes:

- Building specific cleaning plan.
- Customized job cards for each position and assigned area.
- Tailored procedural training based on green cleaning and sustainability practices.
- Hazardous communications standards
- Emergency procedures

GENERAL TRAINING

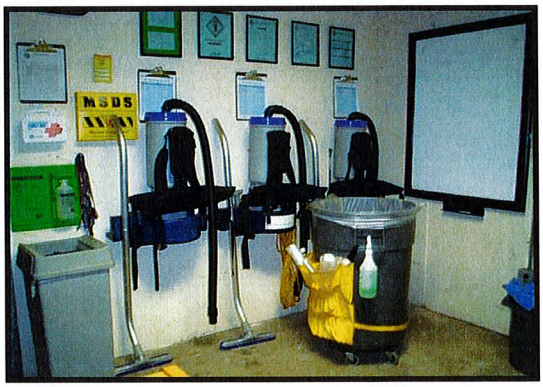
In addition to the specialized training that each employee receives, USSI also provides general training and cross training to ensure all janitorial staff are well informed in all areas of their jobs and capable of moving up and assisting others. The benefits promote a healthy work atmosphere, increased production and sincere ownership in each task completed.

All methods of training are interactive to promote participation, and greater understanding with the overall intent of increasing employee retention. The basis for this promotes an environment of respect and support for each other. This in turn, translates again to a satisfied employee willing to go the extra mile.

Training continues after employment or when new procedures, methods, equipment or chemicals are introduced.

General training includes:

- Job orientation, areas of USSI's responsibility
- Introduction to USSI's assignment areas, facility and location requirements
- Chemical usage and safety precautions to include review of Safety Data Sheets (SDS)
- Tools and equipment, operations and general safety
- General procedures, security, ID badges, keys, customer assistance
- Common mistakes
- Floor care and maintenance
- Safety issues, compliance with OSHA
- Blood-borne pathogen safety program
- Customer's recycling program
- Emergency procedures



The intent of our program's training module is for our employees to be able to demonstrate their skills therein enhancing their ability for promotion. In other words, we utilize this forum as part of our commitment and review process as well as a Train-the- Trainer program.

By offering certification programs and continued learning, USSI ensures that the various components of our process are simplified allowing our employees to be highly trained as specialists and be highly productive.

USSI provides each employee with the initial and recurrent training needed to safely and competently perform the work required. USSI maintains as a part of each employee's employment record a training record for that employee. These training records show, at a minimum, the employee's name, date of employment, and the type and date of each training session attended.

CROSS CONTAMINATION

USSI is committed to protecting our employees and our clients from cross contamination and the spread of bacteria, infection, and disease. We emphasize the following basic principles to avoid cross-contamination in our training and daily cleaning operations:

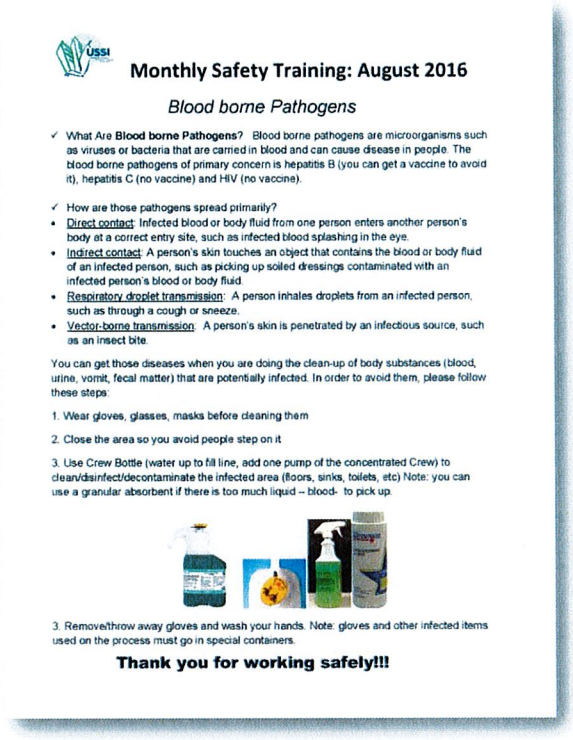
1. Never mix cleaning chemicals.
2. Never return used chemical solutions to original containers.
3. Always clean (and rinse, where applicable) equipment at the end of the shift.
4. Do not mix dirty water and clean water during cleaning.
5. Use different colors of microfiber to differentiate use for restrooms, eating areas and general cleaning areas to prevent cross-contamination by the cleaning tools and equipment
6. All microfiber products must be rinsed out and hung in a well-ventilated area immediately after use
7. Prior to re-use, all microfiber products must be laundered according their colors to prevent cross-contamination during this process
8. Wear proper personal protective equipment as required
9. Wash hands:
    - Before eating or preparing food.
    - After coughing, sneezing, or blowing your nose.
    - After using restroom facilities.
    - After shaking hands or touching another person.
10. Hand washing technique: The recommended technique is to wash your hands with soap and water for 20 seconds. Rinse well and dry with a paper towel or single use linen towel. If soap and water are not available, use an alcohol-based hand cleanser to clean your hands.
11. Cough etiquette: Cover your mouth and nose when coughing or sneezing, using tissues and disposing of them in a trash receptacle. If tissues are not available, cough or sneeze into your sleeve. Then wash your hands.
12. Avoid close contact with people who are sick. When you are sick, keep your distance (e.g. 1 meter or more) from others to protect them from getting sick.

BLOOD BORNE PATHOGENS PLAN

We also enforce the OSHA Bloodborne Pathogens standard, 29CFR 1910.1030, to protect janitorial workers who have occupational exposure to bloodborne pathogens such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), United States Service Industries (USSI) has developed the following exposure control plan:

This plan shall identify the engineering controls, work practice controls, and personal protective equipment available to all employees. This plan shall also identify the training requirements for all employees exposed to blood and other potentially infectious materials.

This plan shall cover all employees who may be reasonably anticipated to come into contact with blood and other potentially infectious materials while performing their jobs. This plan shall be reviewed and updated if needed annually, and/or whenever necessary, shall reflect new or modified tasks and procedures that affect occupational exposure, and shall reflect -new or revised employee jobs with occupational exposure.



Monthly Safety Training: August 2016

Blood borne Pathogens

✓ What Are **Blood borne Pathogens?** Blood borne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. The blood borne pathogens of primary concern is hepatitis B (you can get a vaccine to avoid it), hepatitis C (no vaccine) and HIV (no vaccine).

✓ How are those pathogens spread primarily?

- Direct contact: Infected blood or body fluid from one person enters another person's body at a correct entry site, such as infected blood splashing in the eye.
- Indirect contact: A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.
- Respiratory droplet transmission: A person inhales droplets from an infected person, such as through a cough or sneeze.
- Vector-borne transmission: A person's skin is penetrated by an infectious source, such as an insect bite.

You can get those diseases when you are doing the clean-up of body substances (blood, urine, vomit, fecal matter) that are potentially infected. In order to avoid them, please follow these steps:

1. Wear gloves, glasses, masks before cleaning them
2. Close the area so you avoid people step on it
3. Use Crew Bottle (water up to fill line, add one pump of the concentrated Crew) to clean/disinfect/decontaminate the infected area (floors, sinks, toilets, etc) Note: you can use a granular absorbent if there is too much liquid – blood- to pick up.

3. Remove/throw away gloves and wash your hands. Note: gloves and other infected items used on the process must go in special containers.

Thank you for working safely!!!

EMPLOYEE EXPOSURE DETERMINATION:

In buildings with medical facilities including dental offices, the following employee classifications have occupational exposure:

- Day porter(s)
- Supervisors
- Cleaning Staff

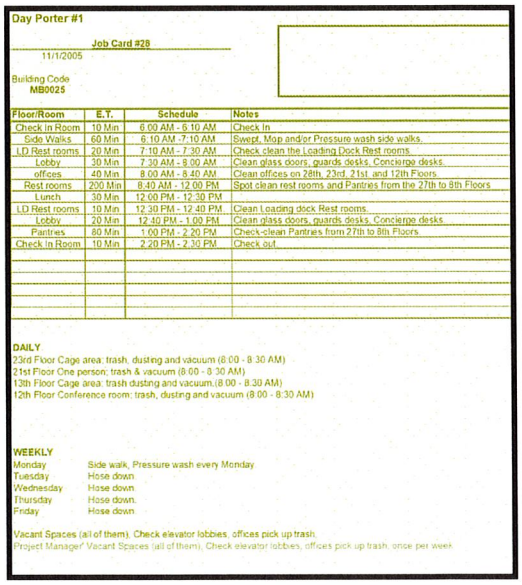
METHODS OF COMPLIANCE

Universal precautions will be observed at all work sites to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source.

SAMPLE JOB CARDS & CHECKLISTS

When appropriate, duties are provided in job cards which are customized to individual job sites. Information that could be displayed on job cards include:

- Building name
- Specialist position title and number
- Shift start and end times
- Areas to be cleaned
- Scheduled tasks completed in specified area
- Time required to clean an area
- Daily tasks
- Weekly tasks
- Project tasks



Day Porter #1

Job Card #28

11/1/2005

Building Code
MB0025

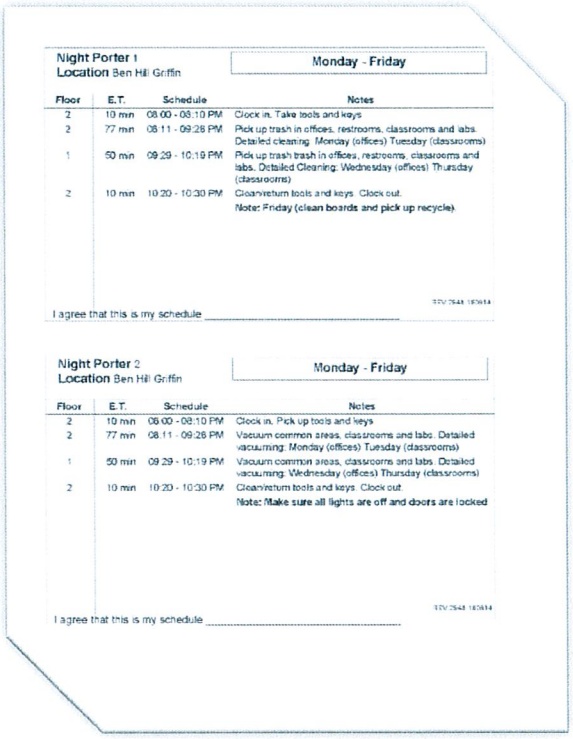
Floor/Room	E.T.	Schedule	Notes
Check In Room	10 Min	6:00 AM - 6:10 AM	Check In
Side Walks	60 Min	6:10 AM -7:10 AM	Swept, Mop and/or Pressure wash side walks.
LD Rest rooms	20 Min	7:10 AM - 7:30 AM	Check clean the Loading Dock Rest rooms.
Lobby	30 Min	7:30 AM - 8:00 AM	Clean glass doors, guards desks, Concierge desks.
offices	40 Min	8:00 AM - 8:40 AM	Clean offices on 28th, 23rd, 21st, and 12th Floors.
Rest rooms	200 Min	8:40 AM - 12:00 PM	Spot clean rest rooms and Pantries from the 27th to 8th Floors
Lunch	30 Min	12:00 PM - 12:30 PM	
LD Rest rooms	10 Min	12:30 PM - 12:40 PM	Clean Loading dock Rest rooms.
Lobby	20 Min	12:40 PM - 1:00 PM	Clean glass doors, guards desks, Concierge desks.
Pantries	60 Min	1:00 PM - 2:20 PM	Check-clean Pantries from 27th to 8th Floors.
Check In Room	10 Min	2:20 PM - 2:30 PM	Check out

DAILY
23rd Floor Cage area: trash, dusting and vacuum (8:00 - 8:30 AM)
21st Floor One person: trash & vacuum (8:00 - 8:30 AM)
13th Floor Cage area: trash dusting and vacuum.(8:00 - 8:30 AM)
12th Floor Conference room: trash, dusting and vacuum (8:00 - 8:30 AM)

WEEKLY

Monday	Side walk, Pressure wash every Monday.
Tuesday	Hose down.
Wednesday	Hose down.
Thursday	Hose down.
Friday	Hose down.

Vacant Spaces (all of them). Check elevator lobbies, offices pick up trash.
Project Manager Vacant Spaces (all of them). Check elevator lobbies, offices pick up trash, once per week.



Night Porter 1
Location Ben Hill Griffin

Monday - Friday

Floor	E.T.	Schedule	Notes
2	10 mn	08:00 - 08:10 PM	Clock in. Take tools and keys
2	77 mn	08:11 - 09:28 PM	Pick up trash in offices, restrooms, classrooms and labs. Detailed cleaning: Monday (offices) Tuesday (classrooms)
1	50 mn	09:29 - 10:19 PM	Pick up trash trash in offices, restrooms, classrooms and labs. Detailed Cleaning: Wednesday (offices) Thursday (classrooms)
2	10 mn	10:20 - 10:30 PM	Clean/return tools and keys. Clock out. Note: Friday (clean boards and pick up recycle).

I agree that this is my schedule _____

Night Porter 2
Location Ben Hill Griffin

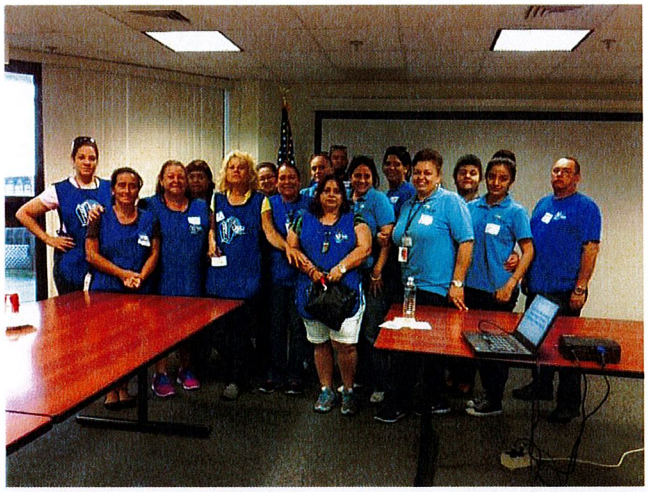
Monday - Friday

Floor	E.T.	Schedule	Notes
2	10 mn	08:00 - 08:10 PM	Clock in. Pick up tools and keys
2	77 mn	08:11 - 09:28 PM	Vacuum common areas, classrooms and labs. Detailed vacuuming: Monday (offices) Tuesday (classrooms)
1	50 mn	09:29 - 10:19 PM	Vacuum common areas, classrooms and labs. Detailed vacuuming: Wednesday (offices) Thursday (classrooms)
2	10 mn	10:20 - 10:30 PM	Clean/return tools and keys. Clock out. Note: Make sure all lights are off and doors are locked

I agree that this is my schedule _____

OUR HAPPILY TRAINED EMPLOYEES

Success



USSI super stars





We DID IT!!!!

HEALTH & SAFETY PROGRAM

USSI's health & safety program is designed to prevent job injuries and illnesses. We ensure open lines of communications with our employees and we let them know we are serious about promoting safe work practices. Our training sessions teach our employees how to avoid hazards. All of our safety training materials are available in two languages: English & Spanish. We not only train, we make sure our employees fully understand, and commit to a Safety-first mentality.

BENEFITS

1. Lower workers' compensation costs.
2. Reduced number of days away from work and lost productivity.
3. *Lower costs mean we can pass on savings to our clients*. We believe that one of the best ways to reduce costs, retain employees, and maintain a productive workforce is by reducing risks for injury.

TOPICS COVERED

- Safety Orientation
- Injuries on the job
- Emergency Planning
- Robberies & Assaults
- Ergonomic Hazards
- Electrical Hazards
- Chemical Hazards
- Slips & Falls, etc.

All trainings are recorded by date, topic, name of trainer, names of employees. Once training is completed, employees receive a certificate of completion.

JOB HAZARDS

Robberies & Assaults: Janitors working alone at night may face special risks.



Ergonomic Hazards: Repetitive tasks like mopping and wringing can cause aches, pains, and numbness in the neck, arms and hands. Lifting heavy items can strain the back.

Electrical Hazards: The presence of water combined with the use of electrical equipment can cause electrical shock

Chemical Hazards: Toxic chemicals found in cleaning and other products can cause eye irritation, skin rashes, coughing, dizziness, and more serious illnesses.

Slips & Falls: Wet floors and uneven carpets can cause slips and falls, which can result in broken bones, sprains, and other injuries.

SAFETY & SAVINGS

We view safety as an investment, not a cost. USSI owes it to City of Opa-locka to save money, *it is your money too*! Our program alleviates those hidden costs. We know that just one injury with lost workdays bears a huge cost in terms of:

- Productive time lost by the injured employee, and those attending the accident victim.
- Clean up and start-up of operations interrupted by the accident.
- Time and cost for repair or replacement of any damaged equipment or materials.
- Overtime costs when other workers must fill in.
- Fines for violating regulations.
- Cost of time spent on the investigation.
- Cost of completing paperwork generated by the incident.
- Time to hire and retrain replacement employees.
- Loss of skills of valuable employees.
- Increased Worker's Compensation Insurance.

"when it comes to safety, USSI is the right partner to have"

HOW WE DO IT

USSI's approach is focused on ***protecting our employees.*** We have found that the best way to prevent injuries is to remove hazards or keep them isolated, away from workers so that no one gets hurt. Depending on the location, and work involved, removing hazards may be difficult, or it could take long to implement. To be ahead of the unexpected, USSI follows safe work practices and enforces the use of protective clothing and equipment always. We strictly follow all OSHA safety regulations.



Our policy is to inform all employees of the hazards associated with the materials that they use on the job. USSI has implemented the *Beyond Compliance* program to ensure the proper safety and education of our cleaners.

SDS INFORMATION IS LOCATED IN:

1. USSI's check in area
2. Our training handbooks
3. On the web

Each building USSI cleans is equipped with a binder containing an inventory of hazardous materials used in that building as well as Safety Data Sheets (SDS) for each chemical used. These SDS sheets are conveniently accessible in case of an emergency.

The SDS sheets provide detailed information on health hazards, physical hazards, personal protective equipment and proper emergency response measures. We have selected a specific cleaning system with a limited number of cleaning products. These have been selected both for their cleaning effectiveness as well as for their low toxicity. USSI ensures due diligence by exceeding OSHA compliance requirements through a series of measures including:

- A written safety policy, which is updated periodically
- Mandatory employee training regarding OSHA regulations and SDS
- Periodic audits and inventory checks of chemicals in the facility

The "Beyond Compliance" program at USSI ensures improved health and safety of our employees and tenants, while reducing liability through due diligence and precautionary measures.

USSI guarantees that there is a SDS handbook in every building being cleaned by our employees. This handbook contains a chemical description of all products used in the building and explains what to do in case of an accident or emergency. The SDS handbook is displayed on a shelf or mounted on the wall in the storage room, next to the posted emergency phone numbers.

"USSI offers peace of mind"

INJURY AND ILLNESS PREVENTION

- **Our management commitment and assignment of responsibility:** our general manager and operations manager will have the authority and responsibility for the program at each one of your facilities.
- **Safe and healthy work practices:** we will follow a plan that ensures employee re-training when necessary.
- **Safety communication system:** all communications regarding safety will be conducted in a language our employees can understand, and in a manner that does not depend on employee's reading and writing skills. This may include a combination of written materials, health and safety committees, and other methods that allow employees to share their safety concerns or suggestions without fear of being fired or punished.
- **Hazard identification and control:** we will outline the specific procedures for identifying, evaluating, and correcting hazards, including scheduled periodic inspections. We will make sure any hazards are corrected as soon as they are found, or as quickly as possible, with priority given to the most serious hazards.
- **Incident Investigation**: we will implement a process for investigating work-related injuries and illnesses and will keep written documentation of incidents indicating why they occurred and what actions will be taken to prevent them in the future.
- **Training:** all new employees will be trained when they start working on your project, and when they get new job assignments. They will also receive training whenever new substances, processes, procedures, or equipment are introduced.

HAZARD COMMUNICATION STANDARDS

We provide information to our employees about the chemicals and other hazardous substances to which they may be exposed at their job location by providing Safety Data Sheets (SDS), chemical labels, and training.

- **SDS:** our employees have easy access to information on the chemicals they are using. Each sheet identifies the manufacturer, contents, toxicity, safety hazards of the chemical product. It also describes routes of exposure (skin, inhalation, or ingestion) and explains how to prevent health problems. general manager and operations manager will have the authority and responsibility for the program at each one of your facilities.
- **Chemical Labels:** all products with hazardous ingredients are properly labeled. This labeling requirement applies to all containers, even those into which a smaller amount of the chemical has been poured.
- **Training:** all employees are trained about the hazardous substances used at work, their health effects, how to work safely with them, how to read an SDS, and where the SDS info is kept. Our trainings include how accidental chemical releases are detected and what emergency procedures should be followed in case of a spill or leak.

"Safety isn't expensive, it is priceless"

QUALITY CONTROL

Our goal is to deliver best value to our clients without sacrificing or compromising the "Quality" of our services.

USSI's team of experts continuously explore new technology, industry trends, efficiency methods and cost saving options that minimally impact the quality of our services. We utilize state of the art technology and equipment. Our products and tools are environmentally friendly and guarantee the best cleaning results.

Our quality control program is based on open client-vendor communication, a mutual understanding of performance expectations and a shared commitment to the program success. Before service begins, we advocate establishing the channels of communication that will be followed and defining the standards by which our success will be measured. Our clients with our on-site management will define reporting procedures, delineate baseline requirements and performance criteria to ensure understanding, feedback and proper follow up.

Our quality control program utilizes a defined structure, clear responsibilities, formal schedules, appropriate procedures, rigorous training, strong documentation and required corrective action plans. Both ***paper inspection forms, and computerized reports*** will be completed, and the results will be shared with client management at their desired frequencies, methods, and distribution levels.

Through our quality control program, USSI strives to remain attuned to our clients' service expectations, to deliver quality service solutions and to achieve full customer satisfaction. In addition to our internal processes, we embrace and support client sponsored initiatives to ensure our service solutions are directly tied to your business objectives and goals.

INSPECTIONS, TRAINING & SUPERVISION



Our ***quality inspections*** rely on proper training and supervision as a basic approach to minimize errors. Simply put, when mistakes occur, issues are identified through a QA check, and then corrected. Our procedure for ***quality control*** is to investigate the problems to find cause and prevent mistakes from reoccurring.

Our program examines:

- The work program (specs) and how well it is carried out.
- The necessary activities, are they carried out properly?
- The frequencies listed in the cleaning specs and how they are being met.
- The methods applied, are they the right ones?
- The tracking and resolution of service deficiencies, is our client informed?

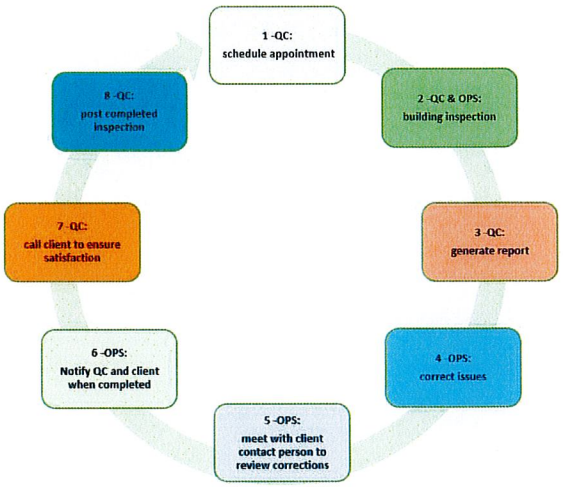
"we are not happy unless you are happy"

HOW WE DO IT

One of the key features of our proposed cleaning program is maintenance of supervisory and management reports. Our program includes proper care of tools, equipment and material. All our cleaning workers are instructed on proper maintenance of tools and equipment during training sessions.

City of Opa-locka's facilities will enjoy multiple levels of quality assurance, including:

- Daily & weekly inspections by lead staff
- Regular inspections by the area supervisor and operations manager
- Scheduled quality assurance review with property contact and inspection report with results.
- Periodic reviews by the General Manager



In addition to tracking the resolution of service deficiencies, we also develop customized schedules which will be unique to each project and the periodic services required per contract. USSI's project management team will set up reminders for periodically scheduled services such as floor maintenance and other services so that we can be sure these items are being completed as required.

To achieve the highest quality possible, we have numerous metrics in place to measure and verify employee performance. Benchmarking tools are critical in maintaining consistent service while staying cost neutral. All projects are carried out at high levels of standards, ranking top in specific performance areas.

Employees are evaluated with regards to industry standard Key Performance Indicators (KPI's) such as:

- Cleaning standards
- Attendance
- Productivity ratios
- Customer service
- Adherence to safety standards
- Personal appearance
- Uniforms

On the following pages are samples of USSI's:

1) **Manual Inspection form**
   - **Uses:** this form is available to our supervisors and managers to manually document their observations. See sample on the following page.
   - **Benefits:** it is quick and easy to complete on the spot.

2) **Web based applications**
   - **Uses**: web based periodic reports using a tablet can be generated by the quality assurance specialist assigned to your project.
   - **Benefits:** they are easy to understand and include pictures for visual identification of the problem areas, and an easy before and after comparison. Samples below.

Manual Inspection Form

Inspection Form

Building: _____ Date: _____

Lobbies & Waiting Rooms:	**Observations**
1. Glass is clean - free of fingerprints & marks	( ) _____
2. Walls are clean – free of spots or dirt	( ) _____
3. Floors are clean – free of stains or waste residue	( ) _____
4. Carpets are clean - vacuumed and spotless	( ) _____
5. Reception desk is clean – free of stains or dust	( ) _____
6. Ashtrays are clean – emptied and clean of residue	( ) _____
7. Garbage cans are clean	( ) _____
Elevators:	
1. Doors/elevators are clean - inside & out	( ) _____
2. Walls are clean –free of spots or dirt	( ) _____
3. Floors are clean – free of stains or waste residue	( ) _____
4. Carpets are clean - vacuumed and spotless	( ) _____
5. Garbage cans are clean	( ) _____
Hallways:	
1. Walls are clean – free of spots or dirt	( ) _____
2. Floors are clean – free of stains or waste residue	( ) _____
3. Water dispensers are clean – free of residue, bright & without fingerprints	( ) _____
Kitchen:	
1. Walls are clean –free of spots or dirt	( ) _____
2. Floors are clean – free of stains or waste residue	( ) _____
3. Counters are clean – free of spots or food waste	( ) _____
4. Appliances are clean – free of residue or stains, all cleaning utensils are clean & neatly organized	( ) _____
5. Garbage cans are clean	( ) _____
6. MSDS book is updated	( ) _____
Offices:	
1. Desks/divisions are clean – free of dust	( ) _____
2. Furniture is clean - dust & lint free	( ) _____
3. Switches are clean	( ) _____
4. Doors/frames are clean - free of dust & cobwebs	( ) _____
5. Carpets are clean - vacuumed and spotless	( ) _____
6. Windows, shutters and selvages are clean – free of dust	( ) _____
7. Ceilings, fans & pictures are clean - free of dust & cobwebs	( ) _____
8. Corners are clean - free of cobwebs	( ) _____
9. Garbage cans are clean	( ) _____
Bathroom:	
1. Fans, ceiling & lights are clean – free of dust	( ) _____
2. Walls are clean – free of spots or dirt	( ) _____
3. Garbage cans are clean	( ) _____
4. Floors/corners are clean - free of dirt	( ) _____
5. Stainless steel surfaces are clean – free of residue and spotless	( ) _____
6. Mirrors are clean – free of dust & fingerprints	( ) _____

Web Based Inspection Report

Quality of Service Scoring

Florida Schools 12/03/2019
FN0000 Manager Name

Average 93 %

Buildings

High School	94.1 %
Elementary School	92.7 %

People

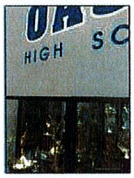
Supervisor 1

Supervisor 2

Buildings

High School — 94.1 %

Lobbies & Waiting Rooms	14.3
Walls	
Corners	
Glass	
Huellas	
Furniture	
Partes altas con polvo	



Reception Desk	
Ashtrays	N / A
Garbage Cans	
Baseboards	N / A
Floors / Carpets	

Elevators	14.6
Walls	
Doors / Elevators	
Polvo	
Floors / Carpets	
Elevator Tracks	

Hallways	15.3
Fans, ceilings, lights, and vents	
Walls	
Marcas en paredes	
Picture frames, decorations	
Water Dispensers	
Baseboards	
Floors / Carpets	

Kitchen	16.7
Walls	
Counters	
Appliances	
Garbage Cans	
Baseboards	
Floors / Carpets	

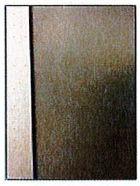
Offices	16.7
Fans, ceilings, lights, and vents	
Walls	
Corners	
Windows, blinds, and window sills	
Doors / Frames	
Partitions / Cubicles	
Switches	
Furniture	
Garbage Cans	
Baseboards	
Floors / Carpets	

Bathrooms	16.7
Fans, ceiling, lights, and vents	
Walls	
Corners	
Doors / Frames	
Stainless Steel	
Partitions	
Mirrors	
Faucets	
Dispensers	
Toilets / Urinals	
Garbage Cans	
Showers	
Lockers	
Baseboards	
Floors	

Elementary School — 92.7 %

Lobbies & Waiting Rooms	16.7
Walls	
Corners	
Glass	
Furniture	
Reception Desk	
Ashtrays	N / A
Garbage Cans	
Baseboards	
Floors / Carpets	

Elevators	14.6
Walls	
Borrar huellas	

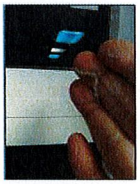


Doors / Elevators	
Floors / Carpets	
Elevator Tracks	

Hallways	16.7
Fans, ceilings, lights, and vents	
Walls	
Picture frames, decorations	
Water Dispensers	
Baseboards	
Floors / Carpets	

Kitchen	15.3
Walls	
Counters	
Appliances	
Garbage Cans	
Repasar loss zafacones	
Baseboards	
Floors / Carpets	

Offices	12.9
Fans, ceilings, lights, and vents	
Desempolvar partes altas	
Walls	
Corners	
Windows, blinds, and window sills	
Desempolvar windows sills	



Doors / Frames	
Partitions / Cubicles	
Switches	
Furniture	
Garbage Cans	
Baseboards	
Floors / Carpets	

Bathrooms	16.7
Fans, ceiling, lights, and vents	
Walls	
Corners	
Doors / Frames	
Stainless Steel	
Partitions	
Mirrors	
Faucets	
Dispensers	
Toilets / Urinals	
Garbage Cans	
Showers	
Lockers	
Baseboards	
Floors	

Quality of Service Scoring

Job Name
FN0999

01/15/2020
Manageer Name

Average 93 %

Buildings

Building Restrooms 93.3 %

Buildings

Building Restrooms 93.3 %

Lobbies & Waiting Rooms	N / A	Elevators	N / A
Hallways	N / A	Kitchen	N / A
Offices	N / A	Bathrooms	93.3

- Fans, ceiling, lights, and vents
  - Light
- Walls
- Corners
- Doors / Frames
- Stainless Steel
- Partitions
  - Repasar
- Mirrors
- Faucets
- Dispensers
- Toilets / Urinals
- Garbage Cans
- Showers
- Lockers
- Baseboards
- Floors

TAB 5 -REFERENCES

1. Agency: City of Coconut Creek
   Contact Name: John Yancey
   Physical Address: 4800 West Copans Road, Coconut Creek, FL 33063
   Email Address: JYancey@coconutcreek.net
   Telephone #: (954) 973-6780
   Dates of Contract: 07/06/2010 to present
   Project Description: Janitorial services to miscellaneous municipal and parks facilities.
   Cost: $309,824.76/ annually

2. Agency: Lee County
   Contact Name: Lydia Montgomery
   Physical Address: 1500 Monroe Street, Fort Myers, FL 33901
   Email Address: lmontgomery@leegov.com
   Telephone #: (239) 533-8527 | (239) 357-8547
   Dates of Contract: 05/01/1995 to present
   Project Description: Janitorial services to downtown facilities.
   Cost: $822,054.72/ annually

3. Agency: Collier County
   Contact Name: Ann Simpson
   Physical Address: 3335 Tamiami Trail E, Naples, FL 34112
   Email Address: ann.simpson@colliercountyfl.gov
   Telephone #: (239) 252-8380 | (239) 253-8394
   Dates of Contract: 12/01/2017 to present
   Project Description: Janitorial services to zone 1 county facilities
   Cost: $491,534.16/ annually

TAB 6 -REQUIRED SUBMITTAL FORMS

Required submittal forms are inserted in the following pages.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: United States Service Industries, Inc. (USSI)

   Address: 4340 East-West Hwy. Suite 204

   City, State, Zip: Bethesda, MD 20814 Phone/Fax: (202) 824-7440/ (202) 393-5541

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 12/12/72 State in which Incorporated: Delaware

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: Feb. 03, 1992, Florida Certificate of Status # P37332.

5. **Name and Title of Principal Officers** — **Date Elected:**
   Jim Matthews, Chairman of the Board (owner) 04/01/2017
   Stephanie Nester, CFO 01/02/2013
   Danna Hewick, Vice President 04/01/2019

6. The length of time in business: 108 years

7. The length of time (continuous) in business as a service organization in Florida:
   28 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months. References list on Proposal Tab 5 and on the next page as attachment.

9. A copy of County and/or Municipal Occupational License(s) Miami-Date BTR attached.

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months. (ATTACHMENT)

1. Agency: City of Coconut Creek
   Contact Name: John Yancey
   Physical Address: 4800 West Copans Road, Coconut Creek, FL 33063
   Email Address: JYancey@coconutcreek.net
   Telephone #: (954) 973-6780
   Dates of Contract: 07/06/2010 to present
   Project Description: Janitorial services to miscellaneous municipal and parks facilities.
   Cost: $309,824.76/ annually

2. Agency: Lee County
   Contact Name: Lydia Montgomery
   Physical Address: 1500 Monroe Street, Fort Myers, FL 33901
   Email Address: lmontgomery@leegov.com
   Telephone #: (239) 533-8527 | (239) 357-8547
   Dates of Contract: 05/01/1995 to present
   Project Description: Janitorial services to downtown facilities.
   Cost: $822,054.72/ annually

3. Agency: Collier County
   Contact Name: Ann Simpson
   Physical Address: 3335 Tamiami Trail E, Naples, FL 34112
   Email Address: ann.simpson@colliercountyfl.gov
   Telephone #: (239) 252-8380 | (239) 253-8394
   Dates of Contract: 12/01/2017 to present
   Project Description: Janitorial services to zone 1 county facilities
   Cost: $491,534.16/ annually

9. A copy of County and/or Municipal Occupational License(s) (ATTACHMENT)

010847

Local Business Tax Receipt

Miami-Dade County, State of Florida

-THIS IS NOT A BILL - DO NOT PAY

LBT

7173010

BUSINESS NAME/LOCATION
UNITED STATES SERVICE INDUSTRIES INC
DOING BUSINESS IN DADE COUNTY

RECEIPT NO.
RENEWAL
7452030

EXPIRES
SEPTEMBER 30, 2020
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
UNITED STATES SERVICE INDUSTRIES INC
ATTN: USSI INC

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

PAYMENT RECEIVED BY TAX COLLECTOR
$120.00 07/09/2019
CREDITCARD--19--052431

Employee(s) 16

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: _____

   Address: _____

   City, State, Zip: _____ Phone/Fax: _____

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: _____ State in which Incorporated: _____

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   _____ _____

   _____ _____

6. The length of time in business: _____years

7. The length of time (continuous) in business as a service organization in Florida:
   _____years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

Duplicate Form, see completed information on page 16

RFP NO: 20-0225100
PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 214,637.41 / three (3) year contract

SUBMITTED THIS 20 DAY OF February, 2020. ~~2019.~~

BID SUBMITTED BY:

United States Service Industries, Inc. (USSI)	(202) 824-7440 | (202) 783-2030
Company	Telephone Number
Danna Hewick	(202) 393-5541
Name of Person Authorized to Submit Bid	Fax Number
Danna Hewick	dannah@ussiclean.com | marketing@ussiclean.com
Signature	Email Address
Vice President	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Danna Hewick

Printed Name Danna Hewick, Vice President

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Danna Hewick (Name) the Vice President (Title/Position) of United States Service Industries, Inc. (USSI) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2-12-20 (Date) Danna Hewick (Signature)

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Danna Hewick **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Officer

(Owner, Partner, Officer, Representative or Agent) of
United States Service Industries, Inc. (USSI)
the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Danna Hewick
Signature

Danna Hewick, Vice President
Print Name and Title

County/City of Montgomery State of Maryland
Subscribed and sworn to before me, in my presence
this 12th day of February, 2020
by Livia G. Zaldak
Notary Public
My commission expires January 4, 2022

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Danna Hewick
Danna Hewick
Title: Vice President

Sworn and subscribed before this

12th day of February, 2020

Livia G. Zablah
Notary Public, State of ~~Florida~~ Maryland

Livia G Zablah
(Printed Name)

My commission expires: January 4, 2022

LIVIA G ZABLAH
Notary Public - Maryland
Montgomery County
My Commission Expires
January 04, 2022

ADDENDA ACKNOWLEDGEMENT

USSI acknowledges receipt of Addendum -01 through Addendum -07:

DEMANDSTAR

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[View Bids] View Quotes View Orders View Responses

Request Bid Package

Agency Name City of Opa-locka
Bid Name Janitorial Maintenance Services
Bid Status Active

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Document Title	Size (KB)	Action
Request for Proposal Janitorial Maintenance Services	1,853.05	Download
Addendum-01	64.16	Download
Addendum-02	64.18	Download
Addendum-03	69.27	Download
Addendum-03 Attachments	2,842.09	Download
Addendum-04	64.16	Download
Addendum-05	65.55	Download
Addendum-06	65.20	Download
Addendum-07	61.70	Download
Totals	5,149 KB	

HIGH SOURCES, INC

City of Opa-Locka
Janitorial Maintenance Services
RFP NO: 20-0225100

2/17/2020
HIGH SOURCES, INC.
Prepared by: Joel Paretas

1502 Hobbs Street Suite 105 Tampa FL 33619

888 738-2293

jparetas@highsourcesinc.com

www.highsourcesinc.com

PREPARED FOR:

CITY OF OPA-LOCKA, FLORIDA
OFFICE OF THE CITY CLERK
Joanna Flores, CMC
780 Fisherman Street., 4th Floor
Opa-Locka, Florida 33054
Phone: (305) 688-4611 Fax: (305) 953-2834
email: jflores@Opalockafl.gov

SUBMITTED BY:

High Sources, Inc.
1502 Hobbs Street Suite 105
Tampa, FL 33619

Mailing Address:
13194 US Hwy 301 S. #153
Riverview, FL 33578

Joel Paretas
VP Business Development
(813) 290-1080
Jparetas@highsourcesinc.com
www.highsourcesinc.com

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February 17, 2020
Joanna Flores, CMC
City of Opa-Locka
Office of the City Clerk
780 Fisherman Street., 4th Floor
Opa-Locka, Florida 33054

Re: City of Opa-Locka Janitorial Maintenance Services RFP NO: 20-0225100

Dear Ms. Flores,

Thank you for allowing High Sources to prepare a professional janitorial service proposal for your consideration. We are pleased to have the chance to submit a proposal that will help the City of Opa-Locka with all janitorial needs. We firmly believe that our strong management skills and our team of professionals can best cater to your needs.

High Sources has been assisting companies and other organization like yours, we carry over 60 years of combined experience in the janitorial industry. We understand that cleanliness is a must in every company or organization, new or established business alike. Here at High Sources we take pride in our people, each and every member of our team ensures high quality and professional service at the lowest price compared to other cleaning services.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your Municipal Complex. We look forward to providing the City of Opa-Locka with unmatched quality service.

Sincerely,

Joel Paketas
VP Business Development
High Sources, Inc.

Executive Summary

High Sources is a janitorial company based in Tampa, FL and a leading expert in the janitorial industry in providing cleaning services with more than 60 years of experience in the business. We recognize that cleanliness and orderliness is vital to any business, from small organizations to big group of companies. High Source's full range of cleaning services is created to suit any business and any budget.

Our Philosophy

Our unique and organized approach to establishing and maintaining the highest standards of cleanliness gives you more time for productivity and work output. We at High Sources save you all the unnecessary time spent about cleaning, all the planning, all the hassle of cleaning, and so on and so forth. We also take quality control very seriously. Over our 60 years of experience in the business, we've developed a cleaning system that guarantees result and client satisfaction.

Our People

Each member of High Sources team of cleaning professionals is carefully screened. We have a strict and organized process of selecting and hiring only the most professional candidates. Each cleaner is thoroughly screened and trained in our systems, products, and equipment.

The Market

While there is plenty of competition in the janitorial industry, there are only a few that are considered professional and reliable. With our successful track record, High Sources is one of the most trusted companies across several states. Our clients include Bank of America, L3 Technologies, US Corps, Fox TV, Amazon and several Municipal buildings.

Services

High Sources is a national janitorial service company. Services include janitorial and porter services for a wide range of facilities. Other products and services include the following: Floor maintenance, carpet cleaning, window washing, building exterior maintenance, power washing, post construction cleaning and more.

Technical Capability

Background

High Sources, Inc. (High Sources) is pleased to provide this proposal to provide Janitorial Cleaning Services for the City of Opa-Locka. We have the necessary experience, qualifications, and past performance to provide reliable and comprehensive cleaning services to all areas of these facilities.

High Sources has been providing janitorial services for over 4 years to both private and government clients. Our company was founded in 2015 by Maximo Chanlatte (President). Max has over 26 years of experience in the janitorial industry with an extensive background providing services to national corporations. Eli Chanlatte our VP of Operations with has over 20 years of service in the industry and possess various certifications related to medical facilities, clean rooms and food plants. Joel Paretas our VP and Business Development Director comes with a vast experience over 23 years of business to business relations, Joel has been part of several national organizations providing operational support and development.

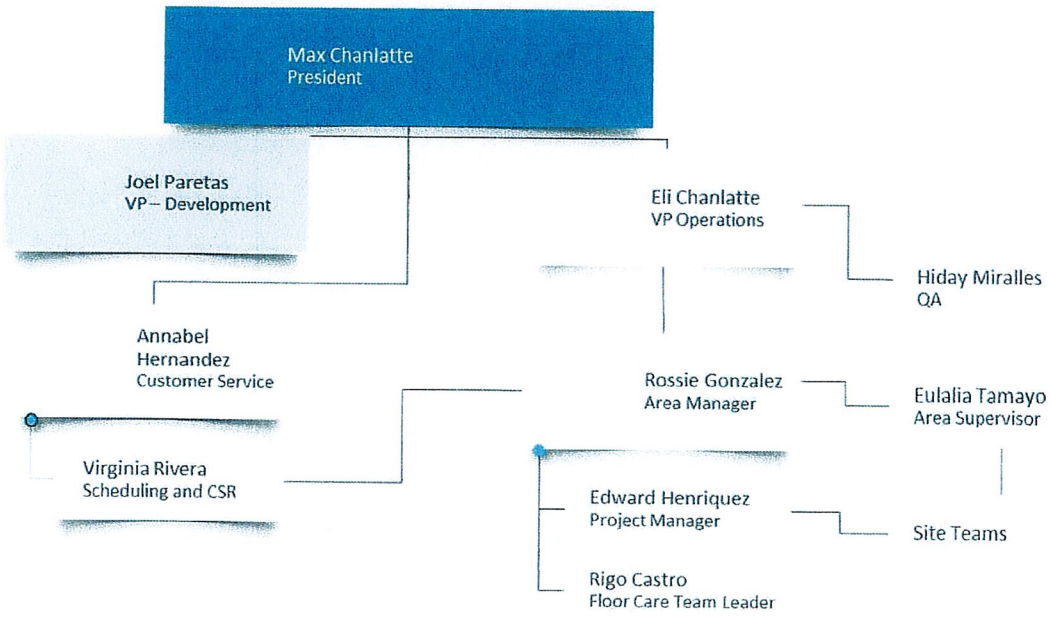
We have been providing janitorial services to United States Armed Forces Recruiting Stations throughout Florida under five separate US Army Corps of Engineers contracts. We are also providing Janitorial Services to the Bay Pines Veterans' Administration Hospital/Cemetery in St. Petersburg, Florida. We currently provide janitorial services to the City of Gulfport, the City of Seminole, the City of Kissimmee and to the Florida Health Department in Pinellas and Manatee Counties. The scopes, size, schedules, and complexity of these contracts are all very similar to the one presented by the City of Opa-Locka.

How We Will Comply with the Statement of Work

High Sources will provide our Cleaning Specialists with all necessary tools to ensure we meet the full scope of contract requirements. We will assign all necessary personnel including: Area Manager, Area Supervisors, Quality Assurance Manager, Project Manager, and Crew Leads. The number of specialists we assign each location is dependent on the size and needs of the individual location so we may vary the amount of personnel until a level of confidence is achieved.

High Sources Cleaning Specialists will be wearing uniforms as they perform their cleaning tasks in all locations and will place appropriate signs when necessary to warn and protect themselves, the public and the City's Personnel. Tools are the responsibility of High Sources to provide. Our Supervisors will develop a thorough and complete checklist for our Cleaning Specialists to follow to assure all areas have been cleaned as required. All personnel assigned to perform work at the Municipal Complex will have completed the appropriate safety training prior to commencing work.

High Sources Flow Chart – City of Opa-Locka



High Sources Team Direct Role – City of Opa-Locka

Max Chanlatte – President, Max is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-range goals, strategies, plans and policies. Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. Max is directly involved with the operations and development aspects of High Sources.

Eli Chanlatte – VP of Operations, Eli has significant accountability, impact and influence to drive results of a group of managers and custodial staff to accomplish a high level of quality service. Ensures budgets, schedules and standards are realistically set and met. On a regular basis interacts and coaches first and second level Operations management on the importance of meeting and exceeding expected customer satisfaction and quality results. Drives improvement by challenging staff to identify opportunity for innovation and improvements. Provides drive and infuses a clear and consistent vision and understanding of High Sources ethics, mission, philosophy, standards and culture.

Joel Paretas – VP Business Development, Joel oversees the formation of business partnerships and negotiation of contracts. Lead company's planning and execution of strategies to increase sales and company growth. One of the major responsibilities is developing and executing company sales and marketing plans, including implementing new ideas and tools for the company. Joel provides direction and planning for the company working closely with a team of salespeople, management and lower-level employees. Secure contracts with new customers, as well as manage ongoing contracts. Write proposals for new and existing clients, identify and set company goals. Develop and maintain a network of contacts within and outside of the company.

Hiday Miralles – QA Specialist, Hiday will Perform periodic inspections and evaluations across all locations, Conduct periodic inspections as required to ensure custodial services requirements are met or exceeded, in accordance with the standards and expectations outlined, Responsible for the daily oversight of the quality assurance program as it relates to all services required under the contract, Performs quality control inspections daily, random sampling, and periodic evaluation, Follows up on and re-inspects unacceptable inspection results.

Annabel Hernandez – Customer Service, Work Order flow, Dispatch to field and feedback to client.

Virginia Rivera – Scheduling, work completion and QA/KPI compliance communications.

Rossie Gonzalez – Area Manager, Rossie will Provide a high level of customer service and account management to the City of Opa-Locka, taking all action necessary to ensure completion of required work, according to contract scope, company policy and direction of the VP of Operations. Effectively manage and train work crews (including Area Supervisors/Leads) assigned to various locations and take all action(s) necessary to keep proper staffing, including but not limited to advertising, training, budgeting, scheduling and discipline/discharge all employees in assigned locations. Oversee the completion and timely submission of all new hire employee paperwork. Ensure that all needed supplies and necessary equipment, are available

and in working condition for assigned worksites. Follows all safety rules and proper procedures associated with the responsibilities of the job.

Eulalia Tamayo – Area Supervisor, Eulalia will Supervise employees and help delegate operations schedule to ensure proper work area coverage. Evaluates performance of personnel and inspects assigned areas to ensure proper work performance. This requires hands-on support and ability to perform work when necessary. Find and define problems, resolve issues, and use these in making appropriate recommendations to management and staff to exercise continuous quality improvement to exceed expectations. Report any issues, concerns or discrepancies to Area Manager. Addresses customer concerns and inquiries. Ensures appropriate chemical labeling, dilution, and storage requirements are conducted in accordance with the City of Opa-Locka. Training for staff/employees to job-specific tasks. Coordinates regular and substitute custodial staff coverage. Performs special projects as assigned by the Area Manager. Performs the duties of the custodians in their absence.

Edward Henriquez – Project Manager, Edward will be responsible for the overall management of janitorial project functions. Supervise and train assigned individuals for special project operations. Schedule personnel and work to ensure contract requirements are met. Ensure the project maintains quality standards. Responsible for equipment and supplies (proper usage, maintenance, storage, replacement). Maintain a safe and orderly work environment. Other duties as assigned.

Rigo Castro – Floor Care Team Leader, Rigo will Supervise, hire, train floor technicians. This position main goal is to assist the floor tech team with the maintenance of the facility, performs floor care such as waxing, stripping, buffing, Carpet cleaning, floor scrubbing and other contractual duties according to regulations; keeping the property in top shape.

Safety

High Sources safety performance is of utmost importance in the performance of our contracts. Eli Chanlatte is a Certified Safety Professional, (CSP), High Sources has access to a knowledgeable resource for accident and injury prevention of our employees. The success of our efforts is evidenced by High Sources having an OSHA Recordable injury rate of 0.00 since our founding in 2015. Mr. Chanlatte, VP of Operations, will initially assist in the safety training of our employees assigned to facilities and will make subsequent unannounced visits to assure an excellent safety performance is maintained and in effect.

Our cleaning specialists are carefully screened via rigorous background investigations, (including e-verify), trained to clean different type of surfaces and material, and required to stay on top of new techniques and methods for safe and effective cleaning. (We also care about maintaining the beauty of the great State of Florida so we strive to include training that encompasses the use of environmentally friendly, bio-based, and renewable cleaning products.)

Each Cleaning Specialist will also have prior experience providing similar services to other clients and be given a schedule and checklist specific to the cleaning location to

identify what and when to clean per a customized cleaning checklist. Our cleaning crews are also trained to keep in full communications at all times. This creates an extra layer of security for your location as we provide service.

In our effort to assure client satisfaction, our supervisors will be on-site during the first two weeks cleaning services are provided working with the assigned Cleaning Specialists. Any deficiencies or concerns identified will then be addressed and corrected immediately to eliminate any potential problems that might arise during this initial period.

High Sources Quality Control Program

High Sources takes pride meeting client requirements and regulatory standards the first time. Our Cleaning Supervisors have provided quality assurance oversight on our current Corps Jacksonville Janitorial Services contracts, VA Bay Pines Cemetery contract, numerous municipalities and our other federal agency contracts. High Sources has successfully prepared and implemented quality control and quality assurance programs on numerous janitorial and environmental projects.

Maintaining quality control during both design and execution is of paramount importance to our clients and to our reputation. For this reason, we have developed and implemented a Corporate Quality Assurance Plan (QAP) that will be the template for our QA Plan with the City of Opa-Locka.

Corrective Action Program

Our experience with the corrective action program with current and past contracts has included requests for additional cleaning services, spot cleaning, shampooing, stripping and waxing and building exterior maintenance, as well as deficiencies in our services. High Sources has provided immediate and effective responses to the COR when these notifications or requests have been made.

High Sources practice has been to respond immediately to the COR's request relating to Corrective Actions (or any other type of request), investigate the issue or schedule services or supplies to meet the request, and then respond as soon as possible – typically the same day – to the COR with our response detailing our action and where necessary identifying a date for completion.

Finally, as part of the High Sources overall commitment to ensure quality performance to the City of Opa-Locka, we will rectify, at no cost and minimal delay, any performance issues that require rework due to the quality of our Cleaning Specialists' work.

Equipment and Tools

Low speed buffers – Clark
High speed buffers – Clark
Auto scrubbers – Tenant
Carpet extractors – Windsor
Floor fans – Tornado
Upright Vacuum Cleaners – Proteam and Sanitaire
Backpack Vacuum Cleaners – Proteam, Nacecare
Brooms & Dustpans – Rubbermaid
Mop Buckets – Rubbermaid
Mop handles and heads – Rubbermaid (color coded microfiber to eliminate contamination)
Flat microfiber mops – Rubbermaid
Cleaning Supply Carts – Rubbermaid
Dust Towels
Cleaning Towels – For General Surface Cleaning
Scrubbing Pads

Suppliers

Imperial Dade formerly "Dade Paper"
Home Depot Pro formerly known as "SupplyWorks"
Staples Advantage

Chemicals

Diversey Products, Spartan Chemicals, Betco products.

Green Cleaning Program

High Sources uses Diversey Products and their HHPC program

Working with GREENGUARD Environmental Institute (GEI), we looked beyond products. We designed a cleaning system that promotes good Indoor Air Quality. Indoor Air Quality is one of the most important environmental issues in our lives today. Diseases linked to Indoor Air Quality include asthma, allergies and lung disease. That is why we developed the Healthy High Performance Cleaning (HHPC) program. GEI evaluated our HHPC program using their stringent GREENGUARD Gold Certification criteria to measure the effect of cleaning on Indoor Air Quality. Diversey is the first company to have a cleaning system certified for Indoor Air Quality. The discussion of "good" green cleaning products versus "bad" traditional products shifts to a discussion that includes reducing cleaning's impact on health and the environment. When addressing effective procedures for a health inspired program, the same approach must be followed. In general, HHPC procedures are more a matter of focus rather than technique.

The HHPC program

Reduces the negative impacts of cleaning on an individuals' health and the environment, by providing a pathway to clean and maintain sustainable buildings
Includes an assessment of current facility operations and is certified to improve indoor air quality by UL Environment GREENGUARD GOLD
Stands as a complete green cleaning program to help meet LEED building operations and maintenance requirements

The Focus on Indoor Air Quality

According to the American Lung Association, poor indoor air quality can cause or contribute to the development of infections, lung cancer, and chronic lung diseases such as asthma.
Airborne contaminants can be 25 times and up to 100 times higher indoors than outdoors, according to the United States Environmental Protection Agency (EPA)[1].
Illness and lost productivity costs are estimated to be in the tens of billions of dollars annually due to poor IAQ, according to the EPA[2].
The U.S. EPA states that 30% of all buildings worldwide have indoor air quality problems[3].

1. U.S. EPA document #400-R-92-012, March 1993
2. U.S. EPA Report to Congress in IAQ, August 1989
3. U.S. EPA Publication: "The Inside Story: A Guide to Indoor Air Quality"

Equipment for Building Exterior Maintenance (Window Cleaning)

Sunbelt Rentals - 60' Straight Man Lift w/Jib

Make: JLG

Model: 600SJ D 4WD

Weight: 26300 lbs

Gradeability: 0.45

Platform Size: 96" x 36"

Platform Height: 60'

Transport Width: 95"

Horizontal Reach: 605"

Platform Capacity: 500 lbs



The use of a boom lift is not only required by OSHA standards to complete the exterior window cleaning part of this contract, it's also the proper and safest tool when it comes to jobs over reachable heights. High Sources partners with Sunbelt Rentals to provide the adequate equipment needed to complete this task.

The cost for the rental of this equipment is already included in the lump sum price provided in the Price Proposal Form of this solicitation. The quote from Sunbelt Rentals is attached for informational purposes only. High Sources understands and values the importance of a budget, and our intent besides serving the great City of Opa-Locka is to save money to our clients. We believe that cleaning the exterior windows in upper floors once per month could be overkill however, if this is what the City of Opa-Locka seeks we will be more than happy to provide.

High Sources will be willing to revise pricing at anytime during the term of the contract to adjust exterior window cleaning to once per quarter (recommended). This will represent a minimum of $12,600 per year in savings to the City of Opa-Locka in equipment rental charges only, plus the labor involved.

SUNBELT RENTALS

PC#: 0080
21100 SHERIDAN ST
FORT LAUDERDALE, FL 33332 230
954-447-3365

SUNBELT RENTALS, INC.
Salesman: 012300 PC123
Typed By: MSPORDER

Job Site:
CITY OF OPA LOCKA MUNICIPAL COMPLEX
780 FISHERMAN STREET
OPA-LOCKA, FL 33054

C#: 888-738-2293 J#: 813-290-1080

QUOTE

Customer: 724687
HIGH SOURCES INC
13194 US HIGHWAY 301 S
SUITE 153
RIVERVIEW, FL 33578-7410

Contract #.. 98727720
Contract dt. 2/17/20
Date out.... 2/19/20 8:00 AM
Est return.. 2/26/20 8:00 AM
Job Loc..... 780 FISHERMAN ST, OPA LOCKA
Job No..... 1 - COMMERCIAL
P.O. #.....
Ordered By.. PARETAS, J
NET DUE UPON RECEIPT

For operations in Florida: Prima facie evidence of intent to defraud: Failure to return rental property or equipment upon expiration of rental period and failure to pay all amounts due (including costs for damage to the propety or Equipment) are evidence of abandonment or refusal to redeliver the propeerty, punishable in accordance with Section 812.155, Florida Statutes.

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1.00	60' STR MANLIFT W/JIB 0580626	675.00	675.00	1050.00	1775.00	1050.00

*** EQP MSG ***
* Familiarization of the equipment stated on this contract has been offered to the customer.
* An Operator's Manual and the Manual of Responsibilities has been provided with the equipment stated on this contract.
* OSHA 1926.453 & ANSI Regulation A92 requires All Boom Lift occupants of the platform to wear Personal Fall Protection. Personal Fall Protection equipment is available for purchase from Sunbelt Rentals.

SALES ITEMS:

Qty	Item number	Unit	Price	
1	DLPKSRCHG TRANSPORTATION SURCHARGE	EA	36.000	36.00
1	ENVIRONMENTAL ENVIRONMENTAL CHARGE 2133	EA	16.800	16.80
	RENTAL PROTECTION PLAN			157.50
	DELIVERY CHARGE			120.00
	PICKUP CHARGE			120.00

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE | MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY | CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

1. The total charges are an estimate based on the estimated rental period and other information provided by Customer.
2. Customer assumes all risks associated with the Equipment during the Rental Period, including injury and damage to persons, property and the Equipment.
3. Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
4. If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
5. Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
6. Customer has received, read, understands and agrees to the estimated charges and all the terms on this page, plus all sections on the reverse side of this Contract ("Sections"), including Release and Indemnification in Section 8 and Environmental Fee in Section 16, which can also be found at www.sunbeltrentals.com/rentalcontract. *Delivery/Pickup Surcharge fee explanation is available at www.sunbeltrentals.com/surcharge.
7. Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actuallyretrieved by Sunbelt.
8. Customer waives its right to a jury trial in any dispute as set forth in Section 19.
9. At the election of Sunbelt or Customer, Customer agrees to submit every dispute to arbitration and waives any right to bring a class action as set forth in Section 20.

Customer is declining Rental Protection Plan (see reverse side for details) _____ (Customer Initials)

Customer Signature | Date | Name Printed | Delivered By | Date

SUNBELT RENTALS

PC#: 0080
21100 SHERIDAN ST
FORT LAUDERDALE, FL 33332 230
954-447-3365

SUNBELT RENTALS, INC.

Salesman: 012300 PC123
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QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount

SALES ITEMS:

Qty	Item number	Unit	Price

POC J Paretas +1 (813) 290-1080 Jparetas @yahoo.com

Sub-total:	1500.30
Tax:	77.20
Total:	1577.50

All amounts are in USD

Rate your rental experience www.sunbeltrentals.com/survey

IF THE EQUIPMENT DOES NOT WORK PROPERLY, NOTIFY THE OFFICE AT ONCE | MULTIPLE SHIFTS OR OVERTIME RATES MAY APPLY | CUSTOMER IS RESPONSIBLE FOR REFUELING, DAMAGES AND REPAIRS

1. The total charges are an estimate based on the estimated rental period and other information provided by Customer.
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3. Customer is responsible for and shall only permit properly trained, Authorized Individuals to use the Equipment.
4. If the Equipment does not operate properly, is not suitable for Customer's intended use, does not have operating and safety instructions or Customer has any questions regarding use of the Equipment, Customer shall not use the Equipment and shall contact Sunbelt immediately.
5. Equipment misuse or using damaged or malfunctioning Equipment may result in serious bodily injury or death and Customer agrees that Customer (i) assumes all risk associated thereunder, and (ii) indemnifies Sunbelt Entities for all claims or damages as a result of misuse or use of damaged or malfunctioning Equipment.
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7. Customer must contact Sunbelt to request pickup of Equipment, retain the Pick-Up Number given by Sunbelt and will be responsible for Equipment until actuallyretrieved by Sunbelt.
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Customer is declining Rental Protection Plan (see reverse side for details) _____ (Customer Initials)

Customer Signature | Date | Name Printed | Delivered By | Date

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: High Sources, Inc.

   Address: 13194 US Hwy 301 S. #153

   City, State, Zip: Riverview, FL. 33578 Phone/Fax: Ph. (888) 738-2293 Fax. (484) 377-8466

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 8/1/2015 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Maximo Chanlatte, President 9/25/2017

6. The length of time in business: 4y 6mo years

7. The length of time (continuous) in business as a service organization in Florida:
   4 years 6 months years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.
9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: High Sources, Inc.

   Address: 13194 US Hwy 301 S. #153

   City, State, Zip: Riverview, FL. 33578 Phone/Fax: Ph. (888) 738-2293 Fax. (484) 377-8466

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 8/1/2015 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Maximo Chanlatte, President 9/25/2017

   _____ _____

6. The length of time in business: 4y 6mo years

7. The length of time (continuous) in business as a service organization in Florida:
   4y 6mo years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

References

Company or Agency Name: Xcel Engineering
Address: 1066 Commerce Park Dr
City, State, Zip: Oak Ridge TN 37830
Products or services provided: Janitorial Services US Army Corps of Engineers- Miami to Jacksonville
Contract or Order Term (Start – End Date): 11/25/14 to 11/01/22
Contact Name: Joe Zimmerman
Contact Phone: (865) 386-6781
Contact Email Address: joezim@xceleng.com

Company or Agency Name: Florida Department of Health – Pinellas County and Manatee County
Address: 205 Dr. Martin Luther King Jr Street North
City, State, Zip: St. Petersburg, Fl 33701
Products or services provided: Janitorial Services to medical and administrative buildings (9) locations
Contract or Order Term (Start – End Date): 7/1/19 to 6/30/23
Contact Name: Franklin D. Wagers
Contact Phone: (727) 820-4223
Contact Email Address: Franklin.Wagers@flhealth.gov

Company or Agency Name: City of Kissimmee, FL
Address: 104 N. Alaska Avenue
City, State, Zip: Kissimmee FL, 34741
Products or services provided: Janitorial Services to municipal buildings (16) locations
Contract or Order Term (Start – End Date): 10/01/19 to 10/30/22
Contact Name: Javier Romero
Contact Phone: (407) 799-7450
Contact Email Address: jromero@kissimmee.org

Company or Agency Name: City of Gulfport, FL
Address: 2401 53rd Street South
City, State, Zip: Gulfport, FL 33707
Products or services provided: Janitorial Services to municipal buildings (14) locations
Contract or Order Term (Start – End Date): 5/1/19 to 4/30/22
Contact Name: Tom Nicholls
Contact Phone: (727) 893-1092
Contact Email Address: tnicholls@mygulfport.us

Company or Agency Name: City of Seminole, FL
Address: 9199 113th Street North
City, State, Zip: Seminole, FL 33772
Products or services provided: Janitorial Services to municipal buildings (3) locations
Contract or Order Term (Start – End Date): 12/12/18 to 12/11/23
Contact Name: Cathy Culp
Contact Phone: (727) 397-6383 ext 3
Contact Email Address: cculp@myseminole.com

Financial Reference

Navy Federal Business Services
11270 St Johns Industrial Parkway South
Jacksonville, FL 32246

Sue Miller., Business Development Officer
Ph: 877.418.1462 extension 21312
Fax: 904.645.5605
Email: susan_n_miller@navyfederal.org

2019 - 2020 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT

EXPIRES SEPTEMBER 30, 2020

ACCOUNT NO.
30944
RENEWAL

OCC. CODE
280.029002 JANITORIAL SERVICE (0-3 EMP)

3 Employees

Receipt Fee	22.00
Hazardous Waste Surcharge	0.00
Law Library Fee	0.00

BUSINESS
HIGH SOURCES INC
13194 US HWY 301 S
SUITE 153
RIVERVIEW, FL 33578

2019 - 2020

NAME
MAILING
ADDRESS
HIGH SOURCES INC
13194 US HWY 301 S
SUITE 153
RIVERVIEW, FL 33578

Paid 18-0-311263
07/19/2019 22.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

DOUG BELDEN, TAX COLLECTOR
813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.

17 511

Scanned with CamScanner

Electronic Articles of Incorporation For

HIGH SOURCES INC.

P15000063596
FILED
July 27, 2015
Sec. Of State
cmustain

The undersigned incorporator, for the purpose of forming a Florida profit corporation, hereby adopts the following Articles of Incorporation:

Article I

The name of the corporation is:

HIGH SOURCES INC.

Article II

The principal place of business address:

13194 US HWY. 301 S.
153
RIVERVIEW, FL. US 33578

The mailing address of the corporation is:

13194 US HWY. 301 S.
153
RIVERVIEW, FL. US 33578

Article III

The purpose for which this corporation is organized is:

ANY AND ALL LAWFUL BUSINESS.

Article IV

The number of shares the corporation is authorized to issue is:

100

Article V

The name and Florida street address of the registered agent is:

MAXIMO CHANLATTE
13194 US HWY. 301 S
153
RIVERVIEW, FL. 33578

I certify that I am familiar with and accept the responsibilities of registered agent.

Registered Agent Signature: MAXIMO CHANLATTE

P15000063596
FILED
July 27, 2015
Sec. Of State
cmustain

Article VI

The name and address of the incorporator is:

MAXIMO CHANLATTE
13194 US HWY 301 S
153
RIVERVIEW, FLORIDA 33578

Electronic Signature of Incorporator: MAXIMO CHANLATTE

I am the incorporator submitting these Articles of Incorporation and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of this corporation and every year thereafter to maintain "active" status.

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P
MAXIMO CHANLATTE
13194 US HWY. 301 S.
RIVERVIEW, FL. 33578 US

Article VIII

The effective date for this corporation shall be:

08/01/2015

2019 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P15000063596

Entity Name: HIGH SOURCES INC.

FILED
Mar 14, 2019
Secretary of State
9927577932CC

Current Principal Place of Business:

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578

Current Mailing Address:

13194 US HWY. 301 S.
153
RIVERVIEW, FL 33578 US

FEI Number: 47-4655442

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

CHANLATTE, MAXIMO
13194 US HWY. 301 S
153
RIVERVIEW, FL 33578 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: CHANLATTE,MAXIMO 03/14/2019

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	P
Name	CHANLATTE, MAXIMO
Address	13194 US HWY. 301 S.
City-State-Zip:	RIVERVIEW FL 33578

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: MAXIMO CHANLATTE PRESIDENT 03/14/2019

Electronic Signature of Signing Officer/Director Detail — Date

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-01

1. Square footage
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

2. This year's budget
   Approximately $67,000 per year.

3. Last year's bid award
   No previous bids were done.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X 

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-02

1. I would like to know if companies from NY are allowed to bid on this.
   Companies from New York are allowed to bid, however the company must have a local office.

2. Who is the current vendor and annual price?
   Abdiel Construction Cleaners of South Fla Inc. and the approximate annual price is $67,000 per year.

3. Could you please provide me with the previous tally sheet for the above project if this is not the first time this work has not been completed.
   No previous bids were done.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X_____

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-03

1. What is the current janitorial service monthly cost for the services outlined in the RFP?
   The current vendor monthly cost is $5,551.60.

2. Could you please provide copy of the janitorial maintenance invoices for the last 6 months?
   Invoices are attached.

3. Who is the current janitorial service provider?
   Abdiel Construction Cleaners of South Fla Inc.

4. What is the annual budget for the services outlined in the RFP?
   Approximately $67,000 per year.

5. Is the current scope same or different from the scope outlined in this RFP?
   The scope of services are the same, however it's more defined in the RFP document.

6. What is the contract term? B. Are cost adjustments allowed after completion of the initial contract term for optional renewal years?
   The initial term of the contract shall be three (3) years with an option to renew two (2) additional one-year renewal intervals if both parties agree in writing. Cost adjustments may be considered at the time of renewal.

7. What is the cleanable square footage and breakdown of the floor work: VCT, Tile, and carpet?
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

8. What is the service frequency and service hours?
   Please refer to page 2 of the RFP document.

9. Who will provide consumable products such as toilet tissue, paper towels, soap, liners?
   Please refer to page 12 of the RFP document.

10. What are the holidays when service is not provided?
    Minimal services are still required during the holidays due to fact that our Police Department is a 24 hour operation.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X _____

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-04

1. With the window cleaning is a lift being used to clean the exterior windows on the top floors? Or is this the door windows.
   Do to the height of the building a lift will need to be used by the vendor in order to clean the exterior windows on the 1st, 2nd, 3rd, and 4th floors.

2. Please advise how there are two different invoices for the same month. Is one for services and one for supplies.
   The invoice in the amount of $430.00 is for the 1st Floor Miami-Dade County Office and the invoice in the amount of $5,121.60 is for the remaining areas.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X 

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-05

1. Exterior windows need to be clean every month or quarterly?
   Exterior windows must be cleaned every month. Please refer to page 12 of the RFP document.

2. Police Department cleaning frequency seven days per week or five days?
   Janitorial service will be provided to ALL areas, including the Police Department on a daily basis, Monday through Friday in the afternoon. Please refer to page 3 of the RFP document.

3. How many workers are required to service the 780 Fisherman Street building?
   The amount of staff is solely at the discretion of the company. Please use your judgement to determine how many people you will need to fulfill the scope of services in a timely manner.

4. What are the work hours from noon till?
   We would like for you to start with the common areas at 3:00 p.m. and the individual offices at 4:00 p.m.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X 

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-06

1. Will carpet cleaning be an extra or is it in the same budget city is proposing?
   Spot treat soiled carpet areas is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

2. Cleaning windows from exterior from 1st floor to 4th floor, will that be an extra or in same budget?
   Thoroughly wash windows (interior and exterior on all floors) is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

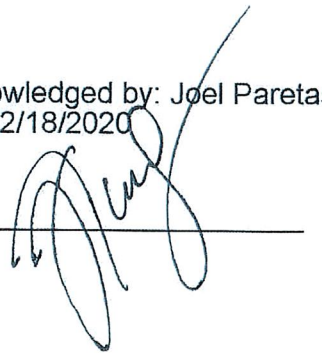
3. Does the current company use a lift to perform current window cleaning services monthly as indicated in the RFP?
   The current company does not provide those services as it was not included in their scope, however we have implemented it in the current RFP.

4. What is the height of the facility?
   The building height is 56ft.

5. What is the average monthly paper usage?
   The current vendor provides all cleaning supplies, therefore the City does not have a count of how much paper is being used.

6. How many people currently service the facility?
   The City is contracted with one company and that company is responsible for hiring staff as needed to fulfill the services.

Acknowledged by: Joel Paretas
Date: 2/18/2020

X 

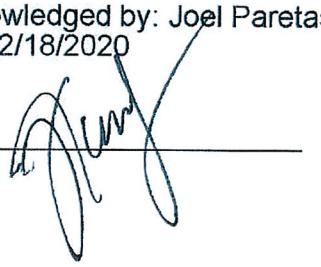
Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-07

1. Can you provide an example of banking and credit references required.
   Simply list each of the references (i.e. Company Name, Address Telephone Number, Email Address, and Contact Person).

Acknowledged by: Joel Paretas
Date: 2/18/2020

X 

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 83,244.00 per year

SUBMITTED THIS 17 **DAY OF** February 2020. ~~2019~~.

BID SUBMITTED BY:

High Sources, Inc.
Company

(888) 738-2293
Telephone Number

Joel Paretas
Name of Person Authorized to Submit Bid

(484) 377-8466
Fax Number

Signature

jparetas@highsourcesinc.com
Email Address

VP Business Development
Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

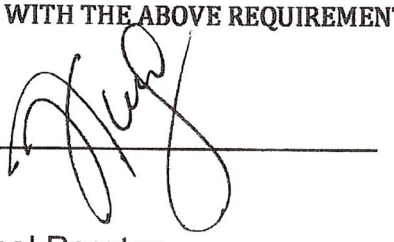
B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Joel Paretas

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Joel Paretas (Name) the VP Business Development (Title/Position) of High Sources, Inc (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/17/20
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Joel Paretas **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the VP Business Development

(Owner, Partner, Officer, Representative or Agent) of

High Sources, Inc. the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: _____
Signature

Joel Paretas, VP Business Development
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: _____

Title: VP Business Development

Sworn and subscribed before this

19 day of February, 2020

_____

~~Notary~~ Public, State of Florida

John Satterfield

(Printed Name)

My commission expires: 03/21/2020

Notary Public State of Florida
John Satterfield
My Commission FF 965314
Expires 03/21/2020

State of Florida

Minority Business Certification

high sources inc

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

08/22/2018 to 08/22/2020

Ericka Rock, Secretary
Florida Department of Management Services

office of supplier DIVERSITY

Policy Number: 3AA180291 Date Entered: 7/13/2019

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/18/2019

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

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

PRODUCER
Evergreen P and C Insurance Agency Inc.
25 Robert Pitt Drive
Suite 200-F
Monsey, NY 10952

CONTACT NAME:
PHONE (A/C, No, Ext): (845) 789-4433 FAX (A/C, No): (845) 789-4431
E-MAIL ADDRESS: inbox@trustevergreen.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Ins Co	35378
INSURER B : Granada Insurance Company	16870
INSURER C : Evanston Ins Co	35378
INSURER D : Old Republic Surety Company	40444
INSURER E :	
INSURER F :	

INSURED
High Sources Inc
13194 US Hwy, 301 S 153
Riverview, FL 33578

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC OTHER:	X	X	3AA349521	7/13/2019	7/13/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ INCLUDED
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [X] SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	X	X	0110FL00037238-0	3/6/2019	3/6/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP	$ 1,000,000,000 $ $ $ $ 10,000
C	[X] UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [X] CLAIMS-MADE DED RETENTION $	X	X	EZXS3013525	9/20/2019	7/13/2020	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
D	FIDELITY BUSINESS SERVICE BOND			W150260936	6/17/2019	6/17/2020	CARGO LIMIT : $10,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2019 Ford Transit Connect • Vin # NM0LS7E74J1377462 • Ded $500 Comp/Coll
30 Days Notice of Cancellation, 10 Days Notice for Non-Payment

CERTIFICATE HOLDER

INSURED'S COPY

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/17/2019

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

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

PRODUCER	CONTACT NAME:	
Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
HIGH SOURCES INC 13194 US Hwy 301 #153 Riverview FL 33579	INSURER A : NorGUARD Insurance Company	31470
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1136123 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N: Y	N / A	HIWC048941	03/31/2019	03/31/2020	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AMER-PLUS JANITORIAL & MAINTENANCE

RFP NO: 20-0225100 Janitorial Maintenance Services

Created for

City of Opa-locka

Submitted by:

Amer-Plus Janitorial & Maintenance LLC
1265 NE 203rd Street, Miami, FL 33179
Stephannie Cetoute, Managing Director
Phone: (305)725-2385
Email: scetoute@amerplusjmi.com
Website: www.amerplusjmi.com
FEIN#: 42-1583060

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INTRODUCTION LETTER

February 17, 2020

City of Opa-locka
780 Fisherman Street
4th Floor
Opa-locka
Florida 33054

Attention: Office of the City Clerk

Amer-Plus Janitorial & Maintenance LLC is pleased to submit for review and consideration of our response for RFP NO: 20-0225100 Janitorial Maintenance Services.

Your desire to find the best-qualified contractor to partner with was most apparent at the site visit. We believe that you have before you a proposal that will exceed your high expectations.

At Amer-Plus Janitorial & Maintenance LLC, we are proud to say that we do our job well and safely. We don't just maintain basic standards - we go above and beyond. We believe in achieving excellence in all that we do and believe in providing our customers with professional service, so they can rest assured that their facility is in good hands. Our Company guarantees that through efficient administration we will not only be competitive in terms of cost, but also will most certainly be the best-qualified contractor for the task at hand.

Thank you for the opportunity to bid on your cleaning needs. If you have any questions, please don't hesitate to ask.

Sincerely,

Stephannie Cetoute
Managing Director
Amer Plus Janitorial Maintenance LLC

FIRM PROFILE

Amer-Plus Janitorial & Maintenance LLC is pleased to submit for review and consideration of our proposal for Janitorial Maintenance Services for the City of Opa-locka.

We are a local, single firm that services the South Florida community and will be responsible for all work of the proposed contract.

For over 20 years, Amer-Plus Janitorial & Maintenance has been in the business of providing quality commercial cleaning services. We understand that our customers want to have a pleasurable work environment while providing their guests with the best and safest experience. That is why we approach each job with excellence. We have experience servicing a variety of industries from government office buildings to hotels and restaurants. While our venues may be different, our goal remains the same; provide quality cleaning service to our customers. We get it, and we want to service your facility with quality in mind.

The following is our address and Federal Tax Identification information:

1265 NE 203rd Street,
Miami,
FL 33179

Phone: (305)725-2385

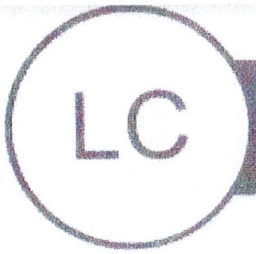
FEIN#: 42-1583060

FIRM OWNERS

Lumodeste Cetoute
Director of Operations
(786)285-1689
lcetoute@amerplusjmi.com

Stephannie Cetoute
Managing Director
(305)725-2385
scetoute@amerplusjmi.com
www.amerplusjmi.com

FIRM OWNERS RESUME



LUMODESTE CETOUTE

PROFESSIONAL CLEANING | WWW.AMERPLUSJMI.COM

OBJECTIVE

To find opportunities and connections that allow Amer Plus Janitorial Maintenance to advance and grow as a minority business in a competitive business climate.

SKILLS

Over the years I have developed strong leadership skills, communication skills, and the ability to maximize on areas with potential growth opportunities.

EXPERIENCE

PRESIDENT • AMER PLUS JANITORIAL MAINTENANCE • JUNE 1998-PRESENT
Founded Amer Plus Janitorial Maintenance with the objective of providing safe, quality and affordable cleaning services to businesses.

Provide leadership and the use of industry knowledge to direct business decisions.

Assist in the development of business strategic plan.

HEAD PASTOR • MISSION CHURCH OF GOD • MAY 2002-PRESENT

Founded Mission Church of God with the objective of bringing people to a knowing and understanding of Jesus Christ.

Provide spiritual leadership to members of the church by preparing weekly sermons, preaching and conducting worship services.

Provide care and counseling to church members and assist them in difficult life affairs.

LCETOUTE@AMERPLUSJMI.COM

(786)285-1689

Stephannie Cetoute

1265 N.E. 203rd street Miami, FL
(850) 727-9635 scetoute@gmail.com

Education:

Clark Atlanta University 2014 - **Master of Arts Economics**

Florida State University 2009 - **Bachelor of Science Business Finance, Minor Economics**

Professional History:

Amer-Plus Janitorial & Maintenance LLC

Managing Director — January 2018- Present

- Develop and execute company's business strategies
- Ensure quality service is delivered to each customer

Director of Sales — April 2017- January 2018

- Responsible for obtaining new accounts and customer relations

Emergency Cleaning Staff — September 2014- January 2018

- Provide emergency cleanup in the event back-up staff unavailable or an emergency

The Miami-Dade Beacon Council — March 2015 – April 2017

Manager, Research & Strategic Planning

- Provided quality research used to promote Miami-Dade County through active national and international economic development missions, and participation in industry trade shows and conferences.
- Carried out recommendations from county's economic research study, by working with business industries, universities, communities, and the nation's workers to promote economic growth and sustainable development.
- Produced economic quarterly updates and monthly labor market reports of Miami Dade County community.

Federal Reserve Bank of Atlanta — March 2013 - August 2014

Financial Statistics & Structure Analysis Intern

- Collected and managed high structure data for Sixth District entities through the assessment of Annual Report of Holding Companies (FR Y-6), Weekly Report of Selected Assets (FR2644, H.8), and Annual Report of Reserve Liabilities (FR2900).
- Attended seminars and a Federal Open Market Committee briefing on economic outlook of economy.

Check 21 Operations Contractor — May 2012 - March 2013

- Supported implementation and transition of bank acquiring all paper check activities for Federal Reserve System.

First Command Financial Planning — November 2010 - August 2011

Registered Representative & Agent

- Performed qualitative and quantitative analysis on equity mutual funds for investment consideration.
- Helped clients reach financial objectives by developing investment strategies to meet short and long-term goals.
- Researched, prepared, and delivered presentations on financial topics.

Florida Department of Economic Opportunity — May 2010 - February 2011

Office of Appeals-Special Deputy Administrative Law Judge

- Presided over disputed unemployment compensation hearings.
- Researched cases, made rulings, and constructed written decisions based on testimony and evidence provided during hearings, and in accordance to Florida Statues.
- Resolved issues of overpayment and repayment of benefits, fraud, and charges to employers.

Office of Unemployment Claim Benefits-Employment Security Representative — September 2009 - May 2010

- Worked with the Trade Readjustment Allowance Program in providing assistance to individuals adversely affected by increased foreign imports.
- Supported the Short Time Compensation Unit in helping employers maintain staff by reducing weekly working hours during temporary slowdowns, in lieu of temporarily laying off employees.

Skills/Relevant Courses:

Language Skills: Fluent in Creole (French)
Technical Skills: Knowledge in Windows Operating Systems, Excel, SPSS, STATA, QuickBooks, Prezi

Professional Affiliation/Community Involvement:

- North Miami Chamber of Commerce
- Greater North Miami Beach Chamber of Commerce
- B.E.L. Initiative
- It's My Birthday Nonprofit Board Member

SIMILAR PROJECTS

Amer-Plus Janitorial & Maintenance LLC has earned a strong reputation as a provider of high quality custodial services to projects similar to City of Opa-locka project such as services to Florida Fish & Wildlife Conservation Commission (FWCC), Florida Lottery and Westcare Florida Inc. Additionally, Amer-Plus services a variety of industries from government office buildings to hotels and restaurants. We will bring our understanding, experience and stability to the City of Opa-locka project.

Name of Company: Florida Fish & Wildlife Conservation Commission, Division of Law Enforcement
Location: 3440 SE 18 Ave, Hollywood, FL 33316
Contact Person: Jose Escabi
Contact Number: (305) 370-1236
Email Address: jose.escabi@myfwc.com
Contract Term: February 1, 2018 to January 31, 2023, currently ongoing
Project Description: Amer-Plus provides general janitorial services for the FWC at their Port Everglades location two (2) days a week.

Name of Company: Florida Lottery
Location: Miami Lakes Business Park West, 14621 Oak Lane, Miami Lakes, FL 33016
Contact Person: Nelsa D. Rojas
Contact Number: (305) 364-3080 ext. 5052
Email Address: nelsa rojasn@flalottery.com
Contract Term: July 1, 2018 to June 29, 2024, currently ongoing
Project Description: Amer-Plus provides general janitorial services for the Florida Lottery at their 10,000 square feet facility on a daily basis.

Name of Company: Westcare Florida Inc.
Location: 1633 Poinciana Drive, Pembroke Pines, FL 33025
Contact Person: Eric Singleton
Contact Number: 305-573-3784 ext 32105 Direct; 786-260-8525 Mobile
Email Address: eric.singleton@westcare.com
Contract Term: May 2019 to December 2019, ongoing special projects
Project Description: Amer-Plus provided general janitorial services for Westcare at their Pembroke Pines facility which has a square footage of 12,000 for their one story administration building, and 40,000 square feet for their two story residential building.

PROPOSED PLAN AND APPROACH

Amer-Plus Janitorial & Maintenance uses technology to improve the efficacy of our work and to improve the customer experience. We use real time technology to perform inspections, report issues, communicate with our customers, manage supplies and much more. We also have a quality plan that we use to ensure that our customers get the best services. Please see the Quality Plan below and additional information on our use of technology.

Amer-Plus Janitorial & Maintenance Quality Plan



1. Definition of Quality

At Amer Plus we are committed to providing quality service to our customers. We define quality service by exceeding the expectations of our customers and when they are able to say that we provided a clean site, are cost-effective, efficient, have consistent performance, competent and knowledgeable in our field. Additionally, we look for our staff to be friendly, courteous, respectful, cooperative, flexible, trustworthy, empathetic, professional, neat in appearance, and proud of our work.

2. Deliverables and Acceptance Criteria

1. Contract: Upon signing of the contract, we will select the designated number of staff that provides us the greatest opportunity to successfully meet or exceed the expectations outlined in the contract.
2. Equipment: We will select the most appropriate equipment, supplies and Green environmentally safe products in order to meet or exceed the City of Doral's expectation.
3. Specifications: The list of specifications will be provided to customers and employee responsible for cleaning the location(s).

3. Quality Assurance Activities

1. We will train our employees on the use of products, equipment and processes we will use to fulfill our obligations to the contract.
2. We will introduce our employees to the customers they are providing services to.

4. Service Monitoring and Control

1. Quality control inspections will be scheduled and performed by supervisors to ensure services are performed to expectation.
2. We will provide our customers with an inspection form and encourage them to inspect their own premises to ensure we are fulfilling the terms of the contract.
3. We will provide our customers with several avenues they may take to share their concerns regarding service failures. We will follow up on all complaints within 24 hours.
4. We will share the results of our inspections with our customers and follow up on any service failures.

5. Measuring Effectiveness

1. Quality control inspections will be scheduled and performed using quality assurance guidelines.

2. We will check with our customers regularly by phone, email or in person to see if we are continuing to meet their needs and if they currently have any unmet needs

6. Improvement Plan

1. We will engage our customers to discern how expectations can be better met.
2. Employees not performing to quality standards will be placed on a Corrective Action Plan (CAP).
3. A tailored performance improvement process will be implemented in conjunction with CAP to ensure employees are continuing to improve.
4. We will re-train or replace employees as necessary in order to meet our customer's needs.



We're your complete cleaning services management solution.

From the mobile app you can:

REPORT ISSUES
- Send pictures and descriptions of issues
- See outstanding issues and when they were opened
- Get notified when issues are resolved and see pictures of the completed work

SEND MESSAGES
- Send messages knowing that the right person will see them
- See a history of what was communicated about each location

SEE SUPPLY USAGE
- Get e-mails of requests for supplies
- See fulfilled supply requests and quantities delivered

From a computer you can:

BROWSE THE DASHBOARD
- Review and evaluate activity across all locations
- Interact with open and closed issues

PRODUCTS AND MATERIALS

Amer-Plus Janitorial & Maintenance utilizes the finest products and materials that are best suited for each facility, based on the particular requirements of that building. Our dedication to preserving the environment is evident in our use of Green Seal certified and environmentally friendly products, wherever possible, in our routine cleaning operations.

CORE PRODUCTS

Below are some of the core products that Amer-Plus Janitorial & Maintenance utilizes on a daily basis:



Carpet Extractor



Wet/Dry Vacuum



Carpet Dryer



Backpack Vacuum Cleaner



Auto Scrubber



Floor Buffer

CORE MATERIALS

Below are some of the core materials that Amer-Plus Janitorial & Maintenance utilizes on a daily basis:



General Purpose Cleaner



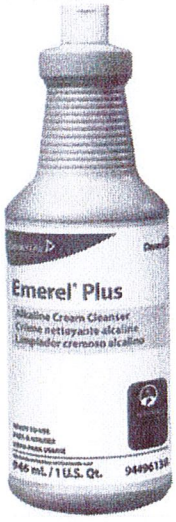
Floor and Seal Finish



Bathroom Cleaner & Scale Remover



Hair, Hand and Body Wash



Deep Cleanser

TRAINING PROGRAM

Employee training is a very vital & essential component of service delivery at Amer-Plus Janitorial. A combination of continuing on-the-job training and a formalized classroom style approach helps our employees to upgrade their skills on a regular basis. It is our policy to conduct training in-house and train all on-site managers, supervisors and cleaning staff. Leveraging our strong vendor partnerships, we perform on-site training for our staff using various methods such as:

1. Step-by-step instruction guides
2. Instructional videos
3. On-site wall posters

Some of the topics covered during training include:

- Green cleaning procedures
- Green cleaning chemicals and handling
- Building Safety
- Personal Protective Equipment (PPE)
- Preventive maintenance
- Cleaning for health
- Job Safety Analysis
- Complaints, tools, steps, safety tips

In addition to the specialized training that each staff receives, Amer-Plus also provides general training to ensure all janitorial staff are well informed in all areas of their jobs. All methods of training are interactive to promote participation and greater understanding. For example, instead of conducting training sessions in a room with the instructor at the front and the staff seated at tables, chairs are arranged in circles so staff can interact with one another. A limit of one (1) hour is also put on training sessions to prevent trainees from getting bored, restless and experience "information overload", thus decreasing the training effectiveness.

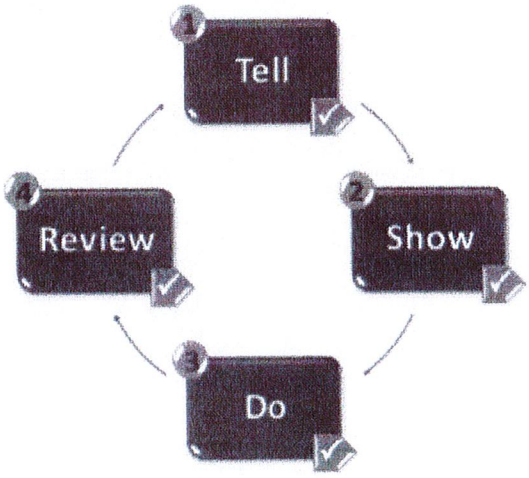
Training continues after employment or when new methods, procedures, chemicals or equipment are introduced.

General training includes:

- Introduction to Amer-Plus' assignment areas, facility and location requirements
- Chemical usage and safety precautions
- Job orientation, areas of Amer-Plus responsibility
- Floor care and maintenance
- Emergency procedures
- Common mistakes
- Safety issues, compliance with OSHA
- Tools and equipment, operations and general safety

Below is the simple yet effective technique for training that we have used with much success:

Tell > Show > Do > Review



- Tell (about each step)
- Show (how to perform each step)
- Do (each step)
- Review (each step)

PROFESSIONAL EXPERIENCE OF SUPERVISORS & KEY EMPLOYEES

Fritz Sido - Over 13 years cleaning industry experience with 8 years at a Supervisory level.

Almaide Cetoute - 15 years of cleaning industry experience with 12 years at Supervisory level.

Additional Staff with over 5 years industry experience:

Obel Thelamour
Addley Petit-Frere
Ernseau Peateau

CERTIFICATIONS

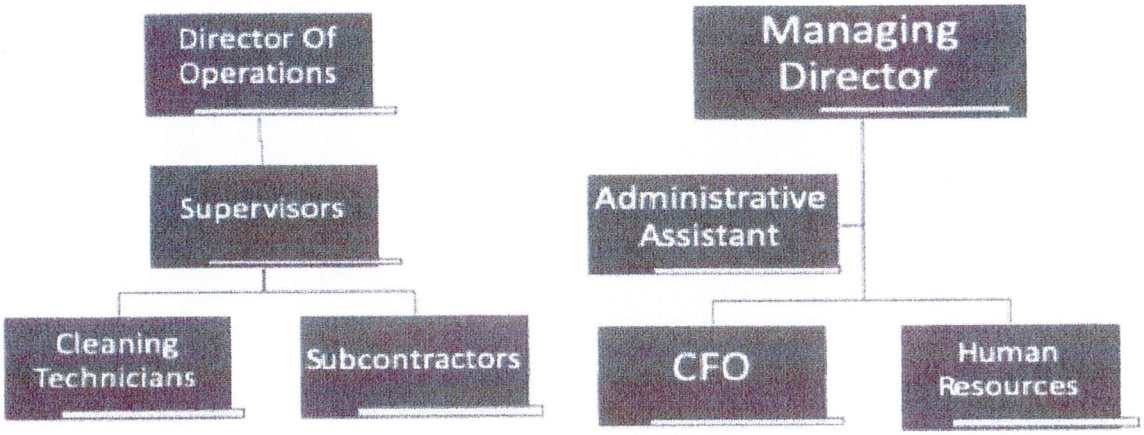
Although it's not required, our customers enjoy purchasing their services from diverse suppliers. We are pretty unique and proud of it. Here are a couple ways that the City of Opa-locka will be increasing their supplier diversity by selecting Amer-Plus Janitorial & Maintenance as their supplier of choice:

- ✓ MBE Certified
- ✓ SBE Certified
- ✓ W/MBE Certified
- ✓ DBE Certified
- ✓ CBE Certified

DRUG-FREE WORKPLACE

Amer-Plus Janitorial & Maintenance LLC has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a direct threat to the health and safety of our employees and to the security of our equipment and facilities. For these reasons, we are committed to the elimination of drug and/or alcohol use and abuse in the workplace in accordance with Florida Statute 287.087.

ORGANIZATION FLOW CHART



LOCAL BUSINESS TAX



002730

Local Business Tax Receipt

Miami–Dade County, State of Florida

–THIS IS NOT A BILL – DO NOT PAY

LBT

5209531

BUSINESS NAME/LOCATION

AMER PLUS JANITORIAL MAINTENANCE LLC
OPERATING IN DADE COUNTY

RECEIPT NO.

RENEWAL
5444211

EXPIRES
SEPTEMBER 30, 2020

Must be displayed at place of business
Pursuant to County Code
Chapter 8A – Art. 9 & 10

OWNER

AMER PLUS JANITORIAL MAINTENANCE LLC
C/O STEPHANNIE CETOUTE LUMODESTE CETOUTE

SEC. TYPE OF BUSINESS

213 SERVICE BUSINESS

PAYMENT RECEIVED BY TAX COLLECTOR

$75.00 09/30/2019
CREDITCARD--19--083012

Employee(s): 1

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles – Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

SUNBIZ REGISTRATION

2019 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000108754

FILED
Mar 19, 2019
Secretary of State
9685880913CC

Entity Name: AMER-PLUS JANITORIAL MAINTENANCE LLC.

Current Principal Place of Business:

1265 NE 203RD ST
MIAMI, FL 33179

Current Mailing Address:

1265 NE 203RD ST
MIAMI, FL 33179 US

FEI Number: 42-1583060

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

CETOUTE, LUMODESTE
1265 NE 203RD ST
MIAMI, FL 33179 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	P	Title	CEO, MANAGING DIRECTOR
Name	CETOUTE, LUMODESTE	Name	CETOUTE, STEPHANNIE
Address	1265 NE 203RD ST	Address	1265 NE 203RD ST
City-State-Zip:	MIAMI FL 33179	City-State-Zip:	MIAMI FL 33179

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: STEPHANNIE CETOUTE — CEO/MANAGING DIRECTOR — 03/19/2019

Electronic Signature of Signing Authorized Person(s) Detail — Date

BANKING & CREDIT REFERENCE

WELLS FARGO BANK, N.A.
SKYLAKE BRANCH
1798 NE MIAMI GARDENS DR
NORTH MIAMI BEACH, FL 33179

February 19,2020

To Whom It May Concern,

This is a letter of reference for AMER PLUS JANITORIAL MAINT INC

The company has had accounts with Wells Fargo for 4 years. As February 19, 2020

The accounts are and have remained in good standing since inception. We value AMER PLUS JANITORIAL MAINT INC as high value client.

For any further questions or concerns, you may reach out to me for assistant.

Linnet Jimenez
Senior Business Specialist
Skylake
Dade Northeast

NMLSR ID: 1398414
Wells Fargo Bank | 1798 NE Miami Gardens Dr. | North Miami Beach, FL 33179
MAC Z6201-010 | TEL. 305-474-5639 | FAX 305-430-1309

linnet.jimenez@wellsfargo.com

Together we'll go far



REFERENCES

Reference Name: Jorge Alfonso
Company Name: Florida Lottery
Phone Number: (305) 364-3080 ext 4400
Email: alfonsoj@flalottery.com
Project: July 2018 - current

Reference Name: Captain Jose Escabi
Company Name: Florida Fish & Wildlife Conservation-Port Everglades
Phone Number: (305) 370-1236
Email: jose.escabi@myfwc.com
Project: February 2018 - current

Reference Name: Eric Singleton
Company Name: Westcare Foundation
Phone Number: (305) 573-3784 ext 32105
Email: eric.singleton@westacre.com
Project: May 2019 - December 2019, ongoing special projects

Reference Name: John Fussell
Company Name: Florida Fish & Wildlife Conservation-Miami
Phone Number: (305) 371-1241
Email: john.fussell@myfwc.com
Project: 2012-2017

Reference Name: Cindy Brodny
Company Name: Emmaculate Reflections/KBS
Phone Number: (954) 735-2130 ext 212
Email: cbrodny@kbs-services.com

CITY FORMS AND ADDENDUMS

Amer-Plus Janitorial & Maintenance LLC has examined copies of and accepts all RFP Documents and of the following Addenda (receipt of all which is hereby acknowledged.)

RFP#20-0225100

Addendum: 1
Addendum: 2
Addendum: 3
Addendum: 4
Addendum: 5
Addendum: 6

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-01

1. Square footage
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

2. This year's budget
   Approximately $67,000 per year.

3. Last year's bid award
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-02

1. I would like to know if companies from NY are allowed to bid on this.
   Companies from New York are allowed to bid, however the company must have a local office.

2. Who is the current vendor and annual price?
   Abdiel Construction Cleaners of South Fla Inc. and the approximate annual price is $67,000 per year.

3. Could you please provide me with the previous tally sheet for the above project if this is not the first time this work has not been completed.
   No previous bids were done.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-04

1. With the window cleaning is a lift being used to clean the exterior windows on the top floors? Or is this the door windows.
   Do to the height of the building a lift will need to be used by the vendor in order to clean the exterior windows on the 1st, 2nd, 3rd, and 4th floors.

2. Please advise how there are two different invoices for the same month. Is one for services and one for supplies.
   The invoice in the amount of $430.00 is for the 1st Floor Miami-Dade County Office and the invoice in the amount of $5,121.60 is for the remaining areas.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-03

1. What is the current janitorial service monthly cost for the services outlined in the RFP?
   The current vendor monthly cost is $5,551.60.

2. Could you please provide copy of the janitorial maintenance invoices for the last 6 months?
   Invoices are attached.

3. Who is the current janitorial service provider?
   Abdiel Construction Cleaners of South Fla Inc.

4. What is the annual budget for the services outlined in the RFP?
   Approximately $67,000 per year.

5. Is the current scope same or different from the scope outlined in this RFP?
   The scope of services are the same, however it's more defined in the RFP document.

6. What is the contract term? B. Are cost adjustments allowed after completion of the initial contract term for optional renewal years?
   The initial term of the contract shall be three (3) years with an option to renew two (2) additional one-year renewal intervals if both parties agree in writing. Cost adjustments may be considered at the time of renewal.

7. What is the cleanable square footage and breakdown of the floor work: VCT, Tile, and carpet?
   All interested parties are encouraged to take measurements during the mandatory pre-bid meeting on February 5, 2020 at 10:00 a.m.

8. What is the service frequency and service hours?
   Please refer to page 2 of the RFP document.

9. Who will provide consumable products such as toilet tissue, paper towels, soap, liners?
   Please refer to page 12 of the RFP document.

10. What are the holidays when service is not provided?
    Minimal services are still required during the holidays due to fact that our Police Department is a 24 hour operation.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-05

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1. Exterior windows need to be clean every month or quarterly?
   Exterior windows must be cleaned every month. Please refer to page 12 of the RFP document.

2. Police Department cleaning frequency seven days per week or five days?
   Janitorial service will be provided to ALL areas, including the Police Department on a daily basis, Monday through Friday in the afternoon. Please refer to page 3 of the RFP document.

3. How many workers are required to service the 780 Fisherman Street building?
   The amount of staff is solely at the discretion of the company. Please use your judgement to determine how many people you will need to fulfill the scope of services in a timely manner.

4. What are the work hours from noon till?
   We would like for you to start with the common areas at 3:00 p.m. and the individual offices at 4:00 p.m.

Janitorial Maintenance Services

RFP#20-0225100

ADDENDUM-06

1. Will carpet cleaning be an extra or is it in the same budget city is proposing?
   Spot treat soiled carpet areas is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

2. Cleaning windows from exterior from 1st floor to 4th floor, will that be an extra or in same budget?
   Thoroughly wash windows (interior and exterior on all floors) is part of the Scope of Services to be done on a monthly basis, therefore it should be included in the price proposal.

3. Does the current company use a lift to perform current window cleaning services monthly as indicated in the RFP?
   The current company does not provide those services as it was not included in their scope, however we have implemented it in the current RFP.

4. What is the height of the facility?
   The building height is 56ft.

5. What is the average monthly paper usage?
   The current vendor provides all cleaning supplies, therefore the City does not have a count of how much paper is being used.

6. How many people currently service the facility?
   The City is contracted with one company and that company is responsible for hiring staff as needed to fulfill the services.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Amer-Plus Janitorial & Maintenance LLC

   Address: 1265 NE 203rd Street,

   City, State, Zip: Miami, FL 33179 Phone/Fax: (305)725-2385

2. Check One: Corporation ( ) Partnership ( ) Individual ( ) LLC (✓)

3. If Corporation, state:
   Date of Incorporation: 12/19/2014 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** — **Date Elected:**
   Stephannie Cetoute, Managing Director — 05/2017
   Lumodeste Cetoute, President — 06/1998

6. The length of time in business: 21 years

7. The length of time (continuous) in business as a service organization in Florida:
   21 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Amer-Plus Janitorial & Maintenance LLC

   Address: 1265 NE 203rd Street

   City, State, Zip: Miami, FL 33179 Phone/Fax: (305)725-2385

2. Check One: Corporation (X) Partnership ( ) Individual ( ) LLC Y

3. If Corporation, state:
   Date of Incorporation: 2/19/2014 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Stephannie Cetoute, Managing Director 05/2017

   Lumodeste Cetoute, President 06/1998

6. The length of time in business: 21 years

7. The length of time (continuous) in business as a service organization in Florida:
   21 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 98,312.00

SUBMITTED THIS 25 DAY OF February 2020 ~~2019.~~

BID SUBMITTED BY:

Amer-Plus Janitorial & Maintenance LLC	(305)725-2385
Company	Telephone Number
Stephannie Cetoute	
Name of Person Authorized to Submit Bid	Fax Number
	scetoute@amerplusjmi.com
Signature	Email Address
Managing Director	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Stephannie Cetoute

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Stephannie Cetoute (Name) the Managing Director (Title/Position) of Amer-Plus Janitorial & Maintenance LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/15/2020
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Amer-Plus Janitorial & Maintenance LLC **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Stephannie Cetoute, Managing Director,
is (Owner, Partner, Officer, Representative or Agent) of
Amer-Plus Janitorial & Maintenance LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Lucy Prospar
Witness

By: [signature]
Signature

Witness

Stephannie Cetoute Managing Director
Print Name and Title

Notary Public State of Florida
Lucy Prosper
My Commission GG 343078
Expires 08/04/2023

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Stephannie Cetoute

Title: Managing Director

Sworn and subscribed before this

15th day of Febuary, 2020

Lucy Prosper

Notary Public, State of Florida

Lucy Prosper

(Printed Name)

My commission expires: 08/04/23

Notary Public State of Florida
Lucy Prosper
My Commission GG 343078
Expires 08/04/2023

BACM SOLUTIONS SERVICES

Professional Janitorial Service Proposal

Prepared for:

The Opa-Locka Municipal Complex- 780 Fisherman Street

780 Fisherman Street 4TH Floor
Opa-Locka, FL 33054

Submitted By:

BACM Solution Services

35845 SW 184th ct
Homestead, FL 33034
Marcia Walkes
Owner
9542740029
marciawalkes@bacmsolutionservices.com
www.bacmsolutionservices.com

February 22, 2020

BACM Solution Services
35845 SW 184th ct
Homestead, FL 33034

February 22, 2020

Joanna Flores
The Opa-Locka Municipal Complex- 780 Fisherman Street
780 Fisherman Street 4TH Floor
Opa-Locka, FL 33054

Dear Joanna,

Subject: Janitorial Service Proposal - The Opa-Locka Municipal Complex- 780 Fisherman Street, 780 Fisherman Street 4TH Floor, Opa-Locka, FL 33054

Thank you for allowing BACM Solution Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at BACM Solution Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At BACM Solution Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Marcia Walkes
Owner
BACM Solution Services

The Opa-Locka Municipal Complex- 780 Fisherman Street

Professional Janitorial Service Proposal

General

BACM Solution Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. BACM Solution Services agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

5 days per week Professional Cleaning Service Program: **$8,000/mo.**

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. BACM Solution Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

BACM Solution Services will furnish all consumable products inclusive of but not limited to: toilet tissue, trash liners and hand soap.

BACM Solution Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc

Equipment

BACM Solution Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

BACM Solution Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

BACM Solution Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by BACM Solution Services are deemed employees of BACM Solution Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

BACM Solution Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

BACM Solution Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20___, by and between BACM Solution Services, with its principal place of business located at 35845 SW 184th ct, Homestead, FL 33034 and The Opa-Locka Municipal Complex- 780 Fisherman Street with its principal place of business located at 780 Fisherman Street 4TH Floor, Opa-Locka, FL 33054.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

BACM Solution Services	The Opa-Locka Municipal Complex- 780 Fisherman Street
Signature: _____	Signature: _____

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Name: _____

Date: _____

Title: _____

Name: _____

Date: _____

Title: _____

References

Islamorada, Village of Islands
Islamorada, Village of Islands 86800 Overseas Highway
Islamorada, Florida 33036 Ana Hernandez 3056646411

City of Fort Lauderdale
100 N. Andrews
Fort Lauderdale, FL 33301 Willam J. McDonough 9548285787

Associa-The Villas at South Beach
635 Euclid Avenue
Miami Beach, FLORIDA 33139 Consuelo Cisneros 9549223514

Client Reference Sheet

BACM SOLUTION SERVICES

35845 SW 185TH CT
Homestead, FL 33034
(954) 274-0029
www.bacmsolutionservices.com
info@bacmsolutions.net

REFERENCES

Ana Hernandez
Procurement and Grant Administrator
Islamorada, Village of Islands
86800 Overseas Highway
Islamorada, FL 33036
305-664-3453 | ana.hernandez@islamorada.fl.us
Fax: 305-664-6465

Wiiliam J. McDonough
Parks Manager
City of Fort Lauderdale
100 N. Andrews Ave
Fort Lauderdale, FL 33301
954-828-5787 | williamm@fortlauderdale.gov

Consuelo Cisneros
Property Manager
Associa
Villas at South Beach
635 Euclid Ave
Miami Beach, FL 33139
Phone | ccisneros@associaflorda.com

Board Member:
Jeanne Carpenter
jeanneangela@aol.com

City of Opa-Locka Municipal Complex, 780 Fisherman Street

Daily Weekly and Quarterly Cleaning Checklist

Daily Tasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Empty all trash receptacles																															
Stock restrooms																															
Toilets and Urinals Clean																															
Toilet swats wiped down																															
Report any restroom repairs																															
Pour fresh water down floor drain																															
Squeegee both sides																															
Dust																															
Vacuum walk mats and traffic lanes																															
Damp mop hard surfaces																															
Vacuum all carpet Wipe Light switches Clean drinking fountains																															

Quarterly	Q1	Q2	Q3	Q4
Machine Strip all tile floors				

Monthly	Q1	Q 2	Q 3	Q 4
Spot treat soiled carpet				
Complete high dusting				
Dust window blinds				

Inventory	M1	M 2	M 3	M 4
White Embossed Multifold towels				
Jumbo Bath Tissue Roll				
Lysol				
43x48= 56 Gallon Bags				
17x18- Bags				
30x37 Clear bags				
Vacuum Bags				
Hand soap				

State of Florida

Woman & Minority Business Certification

Bacm Solution Services LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

09/17/2019 to 09/17/2021

Jonathan R. Satter, Secretary
Florida Department of Management Services

Department of MANAGEMENT SERVICES
Office of Supplier Diversity

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

MARCIA WALKES

marciawalkes@bacmsolutionservices.com

(954) 274-0029

Homestead, FL 33034

PROFESSIONAL SUMMARY

Knowledgeable about maintaining organized inventories and handling janitorial maintenance requirements of in buildings, including bathrooms, workspaces and customer areas. Experienced team player with strong service record, good organizational skills and efficient approach to handling simultaneous tasks. Focused on always producing high-quality and professional results.

SKILLS

- Safety-oriented
- Facilities maintenance
- Chemical cleaners
- Bloodborne Pathogen training
- Work orders
- MS Office
- Quality assurance
- Scheduling
- Project management
- Recordkeeping
- Administrative support
- Team building
- Staff supervision
- Customer service
- Data entry
- Documentation
- Regulatory compliance
- Inventory management
- Safety and compliance
- Commercial site supervision
- Safety procedures knowledge

EDUCATION

Everest University - Tampa
Tampa, FL • 06/2010

Bachelor of Science: Criminal Justice

Miami Norland Senior High School
Miami, FL • 06/2004

High School Diploma

National School of Technology
Miami • 02/2006

WORK HISTORY

BACM Solution Services LLC - Janitorial Manager
Miami, FL • 11/2017 - Current

- Followed safety standards and established SOPs when handling, mixing and storing hazardous chemicals.
- Performed daily checklists throughout facilities, including cleaning floors, wiping down glass entryways and collecting trash.
- Mixed, used and properly stored hazardous chemical cleaners to reduce risk of injury or illness.
- Established and maintained clean and comfortable environments in commercial buildings by vacuuming, cleaning windows and dusting.
- Wiped down tabletops, chairs and condiment containers.
- Assisted with special facility events by preparing rooms, installing decorations and transporting supplies.
- Promoted building security by locking doors and checking electrical appliances for safety hazards.
- Identified concerns with facilities, including repair needs and major maintenance concerns, and escalated issues to management.
- Maintained optimal supply levels to meet daily and special cleaning needs.
- Dusted all furniture and fixtures thoroughly and carefully.
- Washed and spot-cleaned files, desktops, office glass, partitions, doors and walls.
- Implemented new cleaning processes and team strategies to reduce necessary man-hours by 80 hours per week.

Allied Universal - Security Guard Supervisor
Miami, FL • 01/2016 - 03/2018

- Worked in fast-paced and high-risk environments while maintaining exceptional standards of excellence for security programs, strategies and plans.
- Served as liaison with public officials company negotiators and other departments to maintain big picture understanding of security needs covering all corporate assets.
- Supervised grounds, employee entrances and exits and security officers on duty.
- Recorded incident reports with detailed accounts of occurrences.

What it REALLY takes to get and keep your building clean...

REAL Work LOAD-ing

The Calculated Time to Properly Clean Your Building

Selecting Customized Schedule of Tasks... *for YOUR Building!*



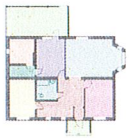
- detail vacuuming
- detail dusting using microfiber cloth
- emptying trash receptacle/replace liner

Using Industry Specific Production Rates... *for THOSE Tasks!*



- detail vacuuming carpeted areas; minutes/area
- detail dusting high & low areas; minutes/area
- emptying trash/replace liner; minutes/area

Identifying and Adjusting... *for KEY Factors!*



- overall size and dimensions by area
- floor type (i.e. carpet, tile) and difficulty
- frequency (i.e. 3x per week, 5 times per week)

Result

Get your money's worth EVERY week - using cleaners trained to clean for the scheduled amount of time, each visit

Job Specifications

Entrances

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	4 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Lobbies

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	5 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Conference Rooms

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	5 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.

Empty Recycle Containers - Take To Designated Area	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.

Offices

Task Description	Service Days
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	5 days/wk.
Vacuum Or Brush Upholstered Furniture	5 days/wk.
Clean And Sanitize Telephones	5 days/wk.
Spot Clean Partition Glass	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Empty Recycle Containers - Take To Designated Area	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.

Hallways

Task Description	Service Days
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	5 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Spot Clean Carpet, i.e. Spills	5 days/wk.
Detail Vacuum All Carpet	5 days/wk.
Detail Vacuum - Corners And Edges	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Machine strip all tile floors	Monthly
Machine strip all tile floors	Monthly
Clean And Polish Drinking Fountains	5 days/wk.

Restrooms

Task Description	Service Days
Spot Clean All Walls, Light Switches And Doors	5 days/wk.

Toilets and Urinals to be cleaned and sanitized inside and out	5 days/wk.
Toilet seats wiped clean on both sides	5 days/wk.
Report Restroom Repair	5 days/wk.
Replace toilet paper and hand soap	5 days/wk.
Damp mop hard surfaces	5 days/wk.
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Lunchrooms

Task Description	Service Days
Detail Dust - High And Low Areas	5 days/wk.
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Other Requirements

Task Description	Service Days
Site Supervision	5 days/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.
Empty And Remove Trash	5 days/wk.

What it REALLY takes to get and keep your building clean...

REAL Work DIRECT-ing

Trained Cleaners Knowing WHAT, WHEN and HOW
Cleaning Tasks Need to Be Performed

Building Specific Task Schedules... *DIRECT Nightly Cleaning*



- complete schedule of work requirements/specifications
- clear, easy to follow format
- conveniently posted in cleaning closet as nightly guide
- formatted to be initialed; creating accountability

Detailed Work Tickets... *DIRECT Floor Maintenance*



- carpet care; restorative, traffic lane, spot/stain removal
- hard floor maintenance; strip/scrub/refinish/burnish
- and more - i.e. windows, upholstery, walls

Customized Cleaning Tickets... *DIRECT Training and Supervision*



- training; cleaning process, security procedures
- safety; i.e. OSHA PPE, Employee Right to Know
- supervision; QC follow up, supply & equipment checks

Result

See details getting done as scheduled - using cleaners who ALWAYS have the right information, when they need it

What it REALLY takes to get and keep your building clean...

REAL Work INSPECT-ing

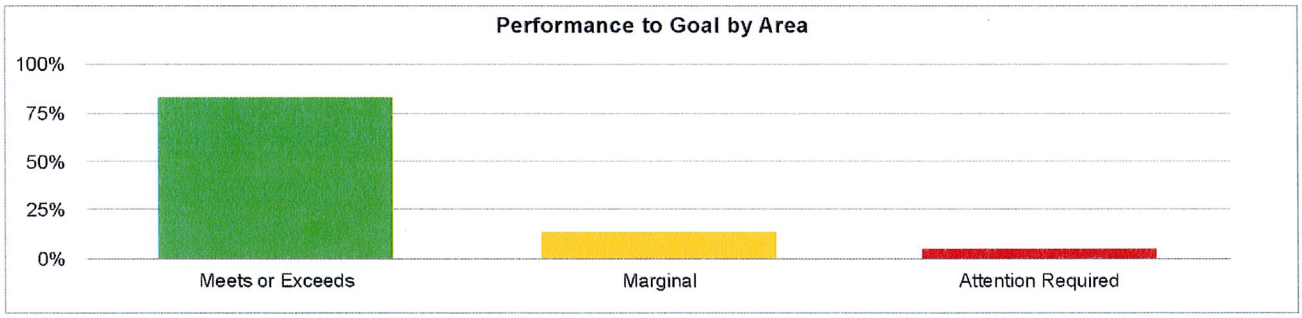
Scheduled Mobile Inspections to Measure, Track & Report
REAL Levels of Cleanliness

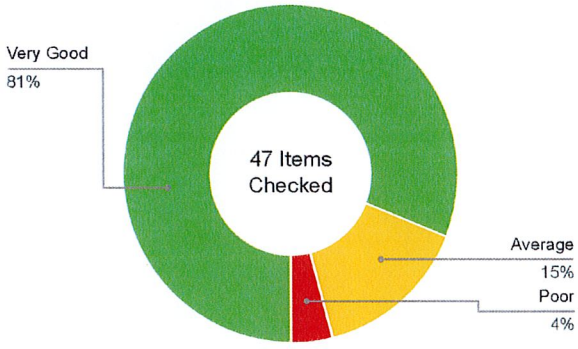
We Use: On-Site, Mobile Inspecting with Custom Format

- areas shown and items checked reflect your facility
- adhering to inspection schedule creates consistency
- identifying issues early; allows for quick correction

You'll Get: Performance Tracking and Graphic Reports

Inspection	Score
QC-1342	95%





Best Items

- Desks
- Floors
- Glass

Targeted Items

- Partitions
- Phones
- Counters

Result

Enjoy consistently better cleaning - using a cleaning company who schedules, performs and implements ACTION-able inspections

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: BACM Solution Services LLC

   Address: 35845 SW 185TH CT

   City, State, Zip: Homestead, FL 33034 Phone/Fax: 954-274-0029/954827-2757

2. Check One: Corporation ( ) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 9/26/2017 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Marcia Walkes 9/1/2017

6. The length of time in business: 3 years

7. The length of time (continuous) in business as a service organization in Florida:
   3 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: Marcia Walkes

   Address: 35845 SW 185TH CT

   City, State, Zip: Homestead, FL 33034 Phone/Fax: 954-274-0029/954-827-2757

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 9/26/17 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Marcia Walkes/Owner 9/1/2017

   Monique Walkes/Manager 2/18/2020

6. The length of time in business: 3 years

7. The length of time (continuous) in business as a service organization in Florida: 3 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 8000.00

SUBMITTED THIS 22 DAY OF February 2020 ~~2019.~~

BID SUBMITTED BY:

BACM Solution Services LLC	954-274-0029
Company	Telephone Number
Marcia Walkes	954-827-2757
Name of Person Authorized to Submit Bid	Fax Number
Signature	bacmsolutions@gmail.com
	Email Address
Owner	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

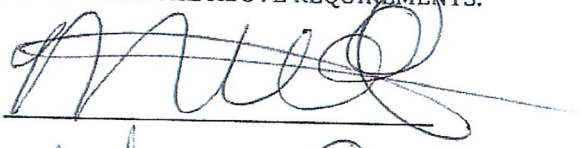
B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

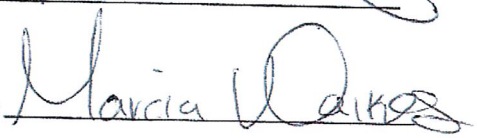
C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name 

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Marcia Oakes the
(Name)
Owner of Black Solution Services
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/27/2020
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Marcia Walkes **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Owner

(Owner, Partner, Officer, Representative or Agent) of

BACM Solution Services LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Signature

Marcia Walkes Owner
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Marcia Mendez

Title: Owner

Sworn and subscribed before this

22nd day of Feb, 2020

Vali Staley

Notary Public, State of Florida

VALI STALEY
MY COMMISSION #GG238864
EXPIRES: AUG 04, 2022
Bonded through 1st State Insurance

Vali Staley

(Printed Name)

My commission expires: 08/04/2022

J-MAC CLEANING SERVICES, INC

City of Opa-locka

RFP NO: 20-0225100

REQUEST FOR PROPOSAL (RFP)

JANITORIAL MAINTENANCE SERVICES

CITY OF OPA LOCKA 780 FISHERMAN STREET OPA-LOCKA, FLORIDA 33054

CITY OF OPA-LOCKA

REQUEST FOR PROPOSALS
RFP NO: 20-0225100

Janitorial Maintenance Services

Sealed Proposals for Janitorial Maintenance Services will be received by the City of Opa-locka at the Office of the City Clerk, 780 Fisherman St, 4th Floor, Opa-locka, Florida 33054, **Tuesday, February 25, 2020 by 1:00 p.m.** Any RFP Package received after the designated closing time will be returned unopened.

An original and six (6) copies for a total of seven (7) plus 1 copy of the Proposal package on USB Flash Drive in PDF format shall be submitted in sealed envelopes/packages addressed to the City Clerk, City of Opa-locka, Florida, and marked **RFP for Janitorial Maintenance Services.**

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, or copies of the RFP No. 20-0225100 may also be obtained by visiting the City's website at www.opalockafl.gov.

The City reserves the right to accept or reject any and all proposals and to waive any technicalities or irregularities therein. The City further reserves the right to award the contract to that proposer whose proposal best complies with the **RFP NO: 20-0225100** requirements. Proposers may not withdraw their proposal for a period of ninety (90) days from the date set for the opening thereof.

A Mandatory pre-bid meeting will be held on Wednesday, **February 5, 2020 at 10:00 a.m.** at the Municipal Complex, 780 Fisherman Street, Opa-locka, FL 33054.

City Clerk
Joanna Flores, CMC

1.1 Introduction

The City of Opa-locka is requesting cost proposals for Janitorial Services For 780 Fisherman Street on a daily basis, Monday through Friday, in the afternoon.

The Opa-locka Municipal Complex, 780 Fisherman Street

- **1st Floor Common Areas – Entryway, Hallways, Restrooms**
- **1st Floor Utility Billing Department – Entire Office Area**
- **1st Floor MDC Utility Billing Department – Entire Office Area**
- **1st Floor Information Technology Department – Entire Office Area**
- **1st Floor Career Source – Entire Office Area**
- **2nd Floor Common Areas – Entryway, Restrooms**
- **3rd Floor Common Areas – Entryway, Hallways, Restrooms**
- **3rd Floor Police Department – All Individual Offices**
- **4th Floor Common Areas – Entryway, Restrooms**
- **4th Floor – All Individual Offices**

1.2. DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1.3. PROPOSAL SUBMISSION AND WITHDRAWAL

The City must receive all proposals in a sealed envelope by 1:00 p.m. on February 25, 2020. The proposals shall be submitted at the following address:

CITY OF OPA-LOCKA

Office of the City Clerk

780 Fisherman Street, 4th Floor

Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows:
RFP NO: 20-0225100 Janitorial Maintenance Services.

The package shall also include the Proposer's return address. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 688-4611 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

1.4. INQUIRIES

The City Clerk will receive written requests for clarification concerning the meaning or interpretations of the RFP, until eight (8) days prior to the submittal date. Proposers may e-mail their requests to the attention of the City Clerk at jflores@Opalockafl.gov. City personnel are authorized only to direct the attention of prospective Proposers to various portions of the RFP so that they may read and interpret such for themselves. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to what is contained in the written RFP document.

1.5. ADDENDUM

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to three (3) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication prior to the opening of the proposals.

1.6. CONTRACT AWARDS

The City anticipates entering into an Agreement with the Proposer who submits the proposal judged by the City to be most advantageous.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until proposals are reviewed, accepted by appointed staff, the best proposal has been identified,

approved by the appropriate level of authority within the City and executed by all parties. The City anticipates that the final Agreement will be in substantial conformance with this sample Agreement; nevertheless, Proposers are advised that any Agreement may result from the RFP may deviate from the Sample Agreement.

The City reserves the right to reject all proposals, to abandon the project and/or to solicit and re-advertise for other proposals.

1.7. CONTRACTUAL AGREEMENT

This RFP and Contractor proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, and Proposer response. Any and all legal action necessary to enforce the award will be held in Miami-Dade County and the contractual obligations will be interpreted according to the laws of Florida. **Any additional contract or agreement requested for consideration by the Proposer must be attached and enclosed as part of the proposal.**

1.8. SELECTION PROCESS

The proposals will be evaluated and assigned points. The company with the highest number of points will be ranked first; however, nothing herein will prevent the City from assigning work to any firm deemed responsive and responsible.

The City reserves the right to further negotiate any proposal, including price, with the highest rated Proposer. If an agreement cannot be reached with the highest rated Proposer, the City reserves the right to negotiate and recommend award to the next highest Proposer or subsequent Proposers until an agreement is reached.

1.9. PUBLIC RECORDS

Upon award recommendation or ten (10) days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. Document files may be examined, during normal working hours.

1.10 LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.11. **PUBLIC ENTITY CRIMES**

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently $25,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

1.12. **CODE OF ETHICS**

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.13. Drug-Free Workplace: Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1.14. **CONE OF SILENCE**

"Cone of Silence", as used herein, means a prohibition on any communication regarding a particular Request for Proposal ("RFP"), Request for Qualification ("RFQ") or bid.

Proposers are hereby advised that this RFP is subject to the "Cone of Silence", in accordance with Opa-locka Ordinance (Ord. No. 16-08, § 2). From the time of advertising until the City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conference, public presentations made to the City Commissioners during any duly notices public meeting, or communications in writing at any time with any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, at the address as listed in Section 1.3 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid ward to said bidder voidable.

1.15. PERMITS AND TAXES

The Proposer shall procure all permits, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.16. PROTESTS

Protests of the plans, specifications, and other requirements of the request for proposal and bids must be received in writing by the City Clerk's Office at least ten (10) working days prior to the scheduled bid opening. A detailed explanation of the reason for the protest must be included. Protests of the award or intended award of the bid or contract must be in writing and received in the City Clerk's Office within seven (7) working days of the notice of award. A detailed explanation of the protest must be included.

1.17. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein as set forth below. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposers' insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing Agreement.

1. Evidence of General Liability coverage with limits not less than $1,000,000 per Occurrence/ $2,000,000 Aggregate (Including Policy Number and Policy Period);

2. Evidence of Auto Liability coverage with limits not less than $1,000,000 per Occurrence/$1,000,000 Aggregate (Including Policy Number and Policy Period);

3. Evidence of Workers' Compensation coverage with statutory limits and Employer's Liability coverage with limits not less than $100,000 (Including Policy Number and Policy Period);

4. The City must be listed as an additional insured (this may be specifically limited to the specific job(s) the vendor will be performing);

5. Minimum 30-day written notice of cancellation.

1.18. LICENSES

Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of RFP NO: 20-0225100 submittal. The proposal of any Proposer who is not fully licensed and certified shall be rejected.

1.19. INDEMNIFICATION

The work performed by the vendor shall be at the risk of the vendor exclusively. To the fullest extent permitted by law, the vendor shall indemnify, defend (at the vendor's sole expense) and hold harmless the owner, joint ventures, representatives, members, designees, officers, directors, employees, agents, successors and assigns ("indemnified parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs) ("claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this agreement by the vendor or its agents. These indemnity and defense obligations shall apply to any acts or missions, negligent or willful misconduct of the supplier, its employees, or agents, whether active or passive. The vendor shall not be obligated to indemnify or defend the owner for claims found to be due to the sole negligence or willful misconduct of the indemnified parties. The vendor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter which are indemnified hereunder are fully and finally barred by applicable laws.

1.20. RISK OF LOSS, DESTRUCTION, OR DAMAGE

The City will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the City.

1.21. NON-COLLUSION AFFIDAVIT

The vendor, in accordance with Miami-Dade County requirements, must sign an affidavit of non-collusion which has been attached hereto. This document must be signed and returned with the bid response.

1.22. TERMINATION FOR CONVENIENCE

A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by the delivery to the contractor at least five (5) working days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

1.23. PROPOSAL SCHEDULE

The following Schedule of Key Events and Dates represents the City's best estimate of the schedule that shall be followed.

The City reserve the right, at its sole discretion, to adjust this schedule as it deems necessary. The City will make a good faith effort to notify potential vendors of adjustments to the Schedule; however, ultimate responsibility for obtaining notice of changes in the Schedule of Key Events lies with the potential vendors.

KEY DATES

Event	Date	Time
RFP Release date	Sunday, January 26, 2020	
Mandatory Pre-Bid Meeting	Wednesday, February 5, 2020	10:00 a.m.
Last Date for Receipt of Written Questions	Monday, February 17, 2020	5:00 p.m.
Deadline for Proposal Submission	Tuesday, February 25, 2020	1:00 p.m.
Evaluation Committee Meeting	To Be Determined	TBD

Address for RFP Package Delivery

Proposals must be received by the office of:

Office of the City Clerk
780 Fisherman Street 4th
Opa-locka, Florida 33054

1.24. LATE PROPOSALS

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for an extension of the Closing Time. Firms submitting proposals are fully responsible for their delivery. Reliance upon mail or mail carriers is at the firm's risk.

1.25. ADDENDUM

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at www.Opalockafl.gov (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City

Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

1.26. OPENING OF PROPOSALS

The City intends to open Proposals in public.

1.27. CITY RIGHTS

CITY reserves the right to reject any or all proposals and to waive any informality in proposals received. CITY also reserves the right to reject proposals from companies who have previously failed to perform properly or complete on time contracts for CITY, or a proposal where investigation shows that the proposing company is not in a position to successfully perform the contract, in the judgment of CITY.

CITY reserves the right to reject a proposal, regardless of price and conditions, where the proposed terms and/or conditions are deemed unacceptable to CITY. This Request for Proposals does not commit CITY to award a contract, to pay for any costs incurred in preparation of a proposal, nor contract for services.

1.28. PROPOSAL SUBMISSION FORM AND CONTENTS

In order to maintain comparability and enhance the review process, proposals shall be organized in the manner specified below and include all information required herein. The proposal must name all persons or entities interested in the proposal as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

1.29. QUALIFICATIONS

Contractors shall be in the business of janitorial maintenance services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services is awarded a Contract. Contractor must demonstrate that they are the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one public entity similar in size and complexity to the City of Opa-locka or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Contractor shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive is required that all Bidders enclose with their sealed bids the following information:

- A detailed description of the firm including address, telephone number License Classification with number and date of expiration, applicable License status, and banking and credit references.
- Briefly describe the educational background and professional experience in a resume format of the firm owners, supervisors and key employees.
- List similar contracts for Janitorial Services now held by your firm and other similar contracts, if any formerly held. List at least one person for each such contract whom may be contacted by us who is knowledgeable about your work. List telephone numbers for these individuals.
- This contract will be awarded only to responsible Contractors qualified by experience to do the work specified herein. The Bidder shall submit, with his bid, satisfactory evidence of his experience in like work and that he is fully prepared with the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the Owner.

Those parties deemed to be qualified to service this contract shall be judged on their past performance and present ability to provide all labor, materials, and equipment to successfully fulfill the provisions of this contract.

1.30. COMPANY QUALIFICATIONS

- Company shall have been in continuous service and incorporated in the State of Florida for a minimum of three (3) years.
- Company must have a proven history in Janitorial and Maintenance services for public facilities.
- Company must be fully licensed with all required State and/or Local government licenses, and permits.

1.31. PERSONNEL MANAGEMENT REQUIREMENTS:

- Managers must have excellent communication skills and be capable of directing all regular janitorial maintenance services and coordinating these with the designated City of Opa-locka staff.
- Managers shall constantly use their experience and training to prevent, detect and control adverse conditions by physically inspecting the locations and properly guiding janitorial services.
- Managers shall have internet access to provide correspondence via E-mail to City designated staff.

1.32. **TECHNICAL SERVICES:**

- To provide an adequate number of personnel specifically trained and experienced in Janitorial Services.

1.33. **SCOPE OF WORK:**

DAILY

- Empty all trash receptacles, replace liners, and remove trash to a collection point.
- Stock all restrooms with towels, tissue, and hand soap. Wipe dispensers as needed.
- Toiles and urinals to be cleaned and sanitized inside and outside.
- Toilet seats wiped clean on both sides.
- Report any restroom repairs needed to the Building Manager.
- Pour fresh water down floor drains to refresh water in sewer lines.
- Squeegee both sides of glass doors removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including window sills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Vacuum walk off mats and traffic lanes.
- Dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Spot wipe light switches and doors.
- Clean drinking fountains

MONTHLY

- Spot treat soiled carpet areas.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Thoroughly wash windows (interior and exterior on all floors) and partition glass on both sides.
- Dust window blinds.

QUARTERLY

- Machine strip all tile floors

The Vendor will be responsible for supplying all cleaning equipment, chemicals, trash bags, paper towels, hand soap, and toilet paper.

The vendor shall inform the City's/Division representative of any immediate safety hazards or vandalism (including graffiti) upon discovery in the field. The vendor shall fill any holes found which would constitute a safety hazard.

1.34. **REFERENCE**

The Proposer must provide references from at least two (2) clients for whom the related Janitorial Maintenance Services were provided by the respective contractor. The references should include the name, physical address, email address and telephone number of a contact person for each reference cited.

1.35. **EVALUATION AND SELECTION**

The evaluation of Proposals will be undertaken on behalf of the City by the Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

Proposals will be evaluated and negotiated in accordance with the evaluation criteria described herein. Subject to CITY's right to reject any or all proposals, the Proposer whose proposal is found, in CITY's sole discretion, to be most advantageous to the CITY will be selected. The City will select the proposal that offers the best service plan and terms for CITY. Therefore, contractors are encouraged to submit proposals that provide their best possible service and compensation guarantee to the City. Award of the Contract is not valid until authorized by the CITY Board of Commissioners.

CITY will employ a structured, competitive evaluation process. All written proposals will be reviewed and scored based on how well they address the specific needs of the City as outlined in this RFP. CITY's evaluation team will review the technical proposals individually and meet as a group. The evaluation team meeting will be open to the public.

1.36 EVALUATION CRITERIA

Category	Points
Experience and Qualifications of professional personnel assigned to project 1. Number of years providing janitorial services 2. Qualifications and experience of assigned staff 3. Licensing 4. Adherence to requirements, forms and qualifications listed in this RFP	25
Price Proposal 1. Cost of proposed services 2. Value of added services	35
Resources and approach 1. Adequate resources (financial, equipment, facilities) 2. Capability to undertake the required performance period 3. Proposed plan and approach to fulfilling scope	30
References Containing at least three agencies.	10
TOTAL	100

1.37. LITIGATION

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the City will consider whether the litigation is likely to affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Proponent.

J-MAC Cleaning Services Inc.

Detailed Description

J-MAC Cleaning Services Inc. has been in service sense 1/07/2011, we have a total of eight employee who are on call at all times, J-MAC Cleaning Services Inc. has worked hard to making our customers work environment feel clean and sanitized.

The legal address: 3201 NW 97th Street, Miami, Florida 33147.

Phone Number: 305-793-7344.

Local Business Tax: 6779202, expires September 30, 2020.

Sunbiz: 27-4695598 Active.

Local Developing Business (LDB) Date: December 23, 2020 Certification # 9892564

Small Business Enterprise - Goods & Services Expiration : Date: December 31, 2022

Certification # 9892564

Bank of America: Route #063000047 Account #898096786197

J-MAC CLEANING SERVICES

3201 NW 97th Street, Miami FL, 33147 · (305) 793-7344
Jmaccleaningservice@gmail.com

JUDY SHEPARD

EXPERIENCE

2011 – PRESENT

OWNER, J-MAC CLEANING SERVICES

- 9 years of residential and commercial janitorial experience; Including management of employees, procurement of contracts, and vendor subcontracting.
- Management of rotating inventory, supplies and assets
- Providing guidance and training to supervisors and employees
- Establishment of work standards and ethics
- Maintains quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems
- Ensuring constant compliance with OSHA and state regulations
- 17+ years of procurement experience working for Miami-Dade County Transit

ALEXANDER SHEPARD

EDUCATION

2010 - 2015

B.S. ECONOMICS & PSYCHOLOGY, FLORIDA STATE UNIVERSITY

EXPERIENCE

2015 – PRESENT

PROJECT MANAGER, J-MAC CLEANING SERVICES

- Inspect work performed to ensure conformance to specifications and established standards
- Manage, supervise and coordinate activities of workers engaged in janitorial services
- Demonstrate and promote company culture, values and management philosophy
- Manages and provides leadership to Supervisors, and Lead personnel assigned to the buildings
- Develop operational improvement plans and implements process changes within assigned buildings

JEREMIAH SHEFTALL

EXPERIENCE

2014 – PRESENT

JANITORIAL SUPERVISOR, J-MAC CLEANING SERVICES

- Inspect work performed to ensure conformance to specifications and established standards
- Train new employees
- Confer with staff to resolve production issues
- Establishes and maintain work performance standards
- Assists in goal setting for the custodial staff and recommend work improvements
- Assists with developing duty list for employees and inspect work to ensure proper completion

J-MAC Cleaning Services Inc.

City of Opa-Locka Required References

1. **Company Name:** DJ Auto Collision Center

Address: 17080 NW 3rd Avenue, Miami, Florida 33169

Contact Person: LaShinda Moore

Phone#: 786-457-7720

Email: lashinda_bois@bellsouth.net

Description: We pressure wash the service area twice a month, mop and scrub the service area nightly, the outside area is cleaned daily along with keeping the office area and floor clean, daily trash removal and cleaning of bathrooms, as well as interior and exterior window washing.

2. **Company Name:** Manker Funeral Home

Address: 2075 NW 54th Street, Miami, Florida 33142

Contact Person: Monica Grace Manker

Phone#: 305-635-4453

Email: mankerhome@bellsouth.net

Description: We provide maintenance to the tile and carpet areas, buff, strip, and wax the floor twice a month, clean all glass windows and doors, sanitizing and dusting of high ceilings and window sills.

3. **Company Name:** Oceanside Park Maintenance

Address: 3000 East Las Olas Blvd

Contact Person: William McDonough

Phone#: 954-828-5787

Email: wmcdonough@fortlauderdale.gov

Description: The services provided to Oceanside Park include, landscaping, turf maintenance, cleaning and maintenance the men and women restrooms, removal of all trash surrounding the park daily, pressure cleaning the entire park and the pedestrian walk area once a month, as well as after event clean up.

J-MAC CLEANING SERVICES

3201 NW 97th Street, Miami FL, 33147 · (305) 793-7344
Jmaccleaningservice@gmail.com

We at J-Mac Cleaning Services have provided quality service to residential and commercial customers for the past 9 years. We have established contacts and connections with local vendors and subcontractors that allow us to provide a range of services. We have worked with businesses ranging from auditoriums, parks, auto shops, funeral homes and office buildings. We have well established sources of janitorial supplies and over time have established the best solutions to provide quality service for each job at hand. We maintain a minimum capital liquidity of $10,000 and multiple lines of credit to ensure we are prepared for any unforeseen occurrences as to not interfere with the quality of service provided to our clients.

1.38. GENERAL CONDITIONS

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

This RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Proposals, and to terminate this RFP process.

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: J-MAC Cleaning Services Inc.

   Address: 3201 NW 97th Street

   City, State, Zip: 33147 Phone/Fax: 305-398-7344

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 1/6/11 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Judy S Shepard 1/6/2011

6. The length of time in business: 9 years

7. The length of time (continuous) in business as a service organization in Florida: 9 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: JMAC Cleaning Services INC.

   Address: 3201 N. W. 97th Street

   City, State, Zip: 33147 Phone/Fax: 305-215-7544

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 1/6/11 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. **Name and Title of Principal Officers** **Date Elected:**

   Judy SSheppard 1/6/2011

   _____ _____

6. The length of time in business: 9 years

7. The length of time (continuous) in business as a service organization in Florida:
   9 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100
PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 29,000

SUBMITTED THIS 25th DAY OF February 2020 ~~2019~~.

BID SUBMITTED BY:

J-MAC Cleaning Services Inc. — Company

305 791 7344 — Telephone Number

Judy Shepard — Name of Person Authorized to Submit Bid

Fax Number

Judy Shepard — Signature

Jmaccleaningservice@gmail.com — Email Address

Owner — Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature Judy Shepard

Printed Name Judy Shepard

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Judy S Shepard the
(Name)

owner of J-MAC Clean Services Inc
(Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

4/25/20 Judy S Shepard
Date Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Judy S Shepard **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the OWNER

(Owner, Partner, Officer, Representative or Agent) of

J-Mac Cleaning Services Inc, the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Daniel A. Tanner
Witness

Lissette Vizcaino
Witness

By: Judy S Shepard
Signature

Judy S Shepard/owner
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: _____

Title: President / Owner

Sworn and subscribed before this

21 day of February, 2020

_____

Notary Public, State of Florida

DANIEL A. TAVAREZ
Notary Public, State of Florida
Commission# GG 943877
My comm. expires April 03, 2022

Daniel A. Tavarez

(Printed Name)

My commission expires: 4/3/2022

EPMG, LLC

From:

Daniel Atelus (Project Manager)
EPMG, LLC. (EPMG)
P:305.902.9848/ F: 305.676.2350
Email: epmg@elitepropertymg.com
Web: https://epmgllc.business.site
7070 NW 2ND AVE
MIAMI, FL 33150

SOLICITATION No: 20-0225100
JANITORIAL MAINTENANCE SERVICES

RFP: 20-0225100

A PROPOSAL TO:

CITY OF OPA-LOCKA
Office of the City Clerk
780 Fisherman Street, 4th Floor
Opa-locka, Florida 33054

Tuesday,
February 25, 2020 by 1:00 p.m

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Supporting and additional Documents

- Key Personnel Resumes
- Local Business Tax Receipt
- DBE, SBE and LBD Certifications
- Business Plan

EPMG, LLC.

FAX: (305).676.2350

PHONE: (305) 846.9563

EMAIL: epmg@elitepropertymg.com

https://epmgllc.business.site

7070 NW 2ND AVE

MIAMI, FL 33150

LBT#653101-7 exp 9/30/2020

EIN: 262891042

DUN: 827433595

DBE: Submitted

SBE: Submitted

NAICS: 561720, 562111, 562119, 5610

SIC: 910-39, 958-63

Introduction of Firm

EPMG, LLC is a maintenance service company Base out of Miami, FL serving many locations throughout the region. We will provide professional cleaning and maintenance services to the Residential, Commercial and Businesses. Our highly trained and well-supervised staff uses only state-of-the-art equipment and environmentally friendly cleaning products. Our supervisors make frequent on-site visits and are easily reached if you have additional needs.

EPMG, LLC was Established in 2008, the business offers office cleaning, carpet cleaning, window cleaning, property preservation, grass cuts, trash out and debris removal for Businesses, Residential and Commercial offices. The business was founded by Daniel Atelus, a cleaning industry professional with 15 year of experience. The Business is now Owner and operated by Carol Edmond. They both has pooled their resources to develop a new strategy for reaching and serving business clients. The business will operate out of a central office and storage facility and use the labor of trained cleaning crews to serve clients.

Our Services

- Waste disposal and Debris removal
- Blind and upholstery cleaning
- Carpet and hard surface floor care
- Restroom sanitation and stocking,
- Dusting,
- Furniture upkeep
- Pool services
- Grass Cuts
- Winterizations
- Office Cleaning Services
- Retail Stores or Complexes
- Movie Theaters
- Medical Office Cleaning
- Building Cleaning Services
- Manufacturing Facilities
- Industrial Janitorial Services
- Deep Cleaning
- Condo & Apartment Cleaning Services
- Municipal, Federal & State
- Commercial Floor Cleaning
- Commercial Power washing
- Commercial Window Cleaning

Staff Qualifications

Carol Edmond:

PERFORMANCE PROFILE
Highly skilled entrepreneur with exceptional leadership skills, boasting of demonstrated expertise in overseeing the work of janitorial staff. Well-versed in creating and implementing staff schedules, and ensuring that all work is done as per implemented schedule

.•Qualified to select and assign staff, and leveraging their skills appropriately •Effectively able to evaluate and verify staff performance through review of completed work and techniques •Competent in identifying staff development needs, and ensuring that training is provided on an ongoing basis •Proven ability to oversee and lead janitorial staff to carry out well-placed custodial activities

PROFESSIONAL SKILLS
✓Complaint Handling ✓Scheduling ✓Inventory Control ✓Training and Development ✓Cleaning and Maintenance ✓Technique Development ✓Vendor Liaison ✓Staff Motivation ✓ Staff Development ✓ Custodial Coverage ✓ Supplies Management ✓ Complaint Handling

KEY ACHIEVEMENTS
• Implemented a series of training methods, which proved to be 50% more workable than the ones already in place • Retained the same staff members for over 6 years, by providing them with skill development opportunities • Introduced a novel inventory control procedures, which was 75% more efficient than the one being used • Reduced cost of cleaning supplies, by bringing onboard a less expensive, yet high quality vendor.

PROFESSIONAL EXPERIENCE
EPMG, LLC- Co-Owner| 6/2014 – Present
• Create schedules for each staff member, and ensure that he or she follows it properly • Train new members of the janitorial staff to handle cleaning, maintenance, and sanitation duties • Assist staff members with cleaning and maintenance duties, during instances of insufficient staff • Provide leadership by showing the ropes to both existing and new crew members • Oversee janitorial work performed at all assigned sites, and intervene to improve quality • Ascertain that all bathroom supplies such as towels and soap are replenished on time • Oversee the inventory of supplies and cleaning equipment, and ensure that low stock situations do not arise • Create and maintain liaison with vendors and suppliers to ensure timely and accurate delivery of cleaning supplies

Education
Broward College; Pembroke Pines, FL
• Associate's Degree (2015)

Bachelor's Degree Program Transfer (2017)
• Business Major

Florida Department of Financial Services
• 215 Insurance License

Staff Qualifications

Daniel Atelus:

Successful business owner for over 20 years and currently Manager/Owner of EPMG, LLC for 15 years. Progressively responsible for growing and positioning the company for great success. —known for positive attitude and personable demeanor.

EXPERIENCE

EPMG, LLC - Manager/Owner, 2008 to Present
Handled daily heavy flow of paperwork and cooperated with the accounting departments on invoicing problems. Maintained customized services to existing clients to ensure client retention. Responsible for training newly hired employees, organizing and running the office.

Key Contributions:

- Helped develop cleaning checklist that elevated the consistency of custodial activities throughout the school.
- Ensured accurate inventory and timely restocking of supplies. Implemented computerized forms that improved communication with district office to prevent delays and stock-outs on needed supplies.
- Managed setup and teardown for events such as open houses, commencements, award ceremonies, assemblies, parent-teacher conferences, sporting competitions, concerts and plays.
- Spearheaded green recycling program in partnership with local nonprofit organization that has raised $5,000+ from recycling paper, cans and printer cartridges.
- Kept facilities and grounds safe and in compliance with state, county and city codes

THE COICOU GROUP, LLC - Manager/Owner, 2018 to Present
Responsible for Marketing and Bookkeeping. Development of new business ideas.

Key Contributions:

- Maintained meetings
- Managed Many other Business
- Assisted with seasonal projects

EDUCATION

Miami Edison High - High School Diploma

PROFESSIONAL SKILLS

- RFPs and Participated
- Excellent Communication
- Computer Skills
- Multitasking under pressure
- Customer Service

Past and Current Contracts

Redefined Development (12 Years & Current)
Jack Marullus
2 Bala Plaza STE 300,
Bala Cynwyd, PA 19004
Tel:610.660.7825
info@redefineddev.com
http://www.redefineddev.com

Accumedic Diagnostics (4 years & Current)
Emanuel Desir
1000 East Atlantic Blvd suite 203D
Pompano Beach, FL 33060
Tel: 844.954.2228
accumedicdiagnostics@gmail.com
Www.Accumedicdiagnostics.com

A-1 Solutions (5 Years)
Emanuel
707 NE 125th Street
Miami, FL. 33161
Tel:786-778-8664
emmanuelclervil@yahoo.com

LAUNDRY CLEANERS (3 Years & Current)
Helisson
6626 NW 22 AVE
MIAMI, FL 33169
Tel: 239-895-3936

Financial Capability Statement

CURRENT ASSETS	AMOUNT/VALUE
CASH	
Cash on Hand	$10,000.00
Cash at Bank(Savings/Checking)	$50,000.00
Line of Credit	$100,000.00

PROPERTIES (Current or Market Value)	
Real Estate	-
Vehicles	$30,000.00
Others	

INVESTMENTS	
Securities (Stocks, Bonds, Mutual Funds, Etc.	
Business Investments (worth of shares, etc.)	$20,000.00
Insurance Policies (Cash Surrender Value)	
Others	

TOTAL ASSETS	$210,000.00

Bank of America Saving Account
(Savings/Checking Accounts)
990 NE 125th St, North Miami, FL 33161

Bank of America Saving Account
(Checking Account/ Line of Credit/
Credit Card)
19235 Biscayne Blvd, Aventura, FL 33180

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: EPMG,LLC

   Address: 7070 NW 2ND AVE

   City, State, Zip: MIAMI, FL. 33150 Phone/Fax: (305) 846-9563/305-676-2350

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 06/27/2008 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**
   Daniel Atelus (GM) 2008

6. The length of time in business: 12 years

7. The length of time (continuous) in business as a service organization in Florida:
   12 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:

   Name: EPMG,LLC

   Address: 7070 NW 2ND AVE

   City, State, Zip: MIAMI, FL. 33150 Phone/Fax: (305) 846-9563/305-676-2350

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 06/27/2008 State in which Incorporated: FL

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization:_____

5. **Name and Title of Principal Officers** **Date Elected:**

   Daniel Atelus(GM) 2008

   _____ _____

   _____ _____

6. The length of time in business: 12 years

7. The length of time (continuous) in business as a service organization in Florida:
   12 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 240,000

SUBMITTED THIS 24 DAY OF February 2020 2019.

BID SUBMITTED BY:

EPMG, LLC	305.902.9848
Company	Telephone Number
Daniel Atelus	305.676.2350
Name of Person Authorized to Submit Bid	Fax Number
	epmg@elitepropertymg.com
Signature	Email Address
GM	
Title	

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Daniel Atelus

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Daniel Atelus (Name) the GM (Title/Position) of EPMG, LLC (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2/24/2020
Date

Signature

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

Daniel Atelus **being first duly sworn, deposes and says that:**

(1) He/She/They is/are the Gm

(Owner, Partner, Officer, Representative or Agent) of

EPMG, LLC the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

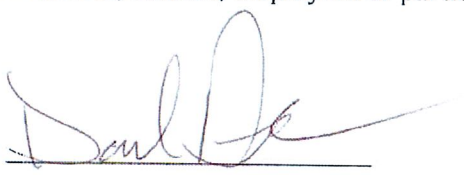
(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

Georges Coicou
Witness

Remilien
Witness

By: 
Signature

Daniel Atelus(GM)
Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Daniel Atelus

Title: GM

Sworn and subscribed before this

24 day of February, 2020

Notary Public, State of Florida

Carol Edmond

(Printed Name)

My commission expires: May 25, 2023

CAROL EDMOND
Notary Public-State of Florida
Commission # GG 324762
My Commission Expires
May 25, 2023

State of Florida
Department of State

I certify from the records of this office that EPMG LLC is a limited liability company organized under the laws of the State of Florida, filed on June 27, 2008.

The document number of this limited liability company is L08000063220.

I further certify that said limited liability company has paid all fees due this office through December 31, 2018, that its most recent annual report was filed on May 1, 2018, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the First day of May, 2018

Ken Detzner

Secretary of State

Tracking Number: CC6281096231

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

2019 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT

FILED
Jun 06, 2019
Secretary of State
2382681394CC

DOCUMENT# L08000063220

Entity Name: EPMG LLC

Current Principal Place of Business:

7070 NW 2ND AVE
MIAMI, FL 33150

Current Mailing Address:

7070 NW 2ND AVE
MIAMI, FL 33150 US

FEI Number: 26-2891042

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

COICOU, GEORGE
7070 NW 2ND AVE
MIAMI, FL 33150 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Authorized Person(s) Detail :

Title	MGRM
Name	J&F SOLUTIONS MANAGEMENT GROUP, LLC.
Address	3362 FOREST GROVE CT NW
City-State-Zip:	ACWORTH GA 30101

Title	AUTHORIZED MEMBER
Name	THE COICOU GROUP, LLC
Address	7070 NW 2ND AVE
City-State-Zip:	MIAMI FL 33150

Title	P
Name	EDMOND, CAROL
Address	7070 NW 2ND AVE
City-State-Zip:	MIAMI FL 33150

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CAROL EDMOND P 06/06/2019

Electronic Signature of Signing Authorized Person(s) Detail — Date

DIVISION OF CORPORATIONS

Sunbiz.org DIVISION of CORPORATIONS an official State of Florida website

Department of State / Division of Corporations / Search Records / Detail By Document Number /

Detail by Entity Name

Florida Limited Liability Company
EPMG LLC

Filing Information

Document Number	L08000063220
FEI/EIN Number	26-2891042
Date Filed	06/27/2008
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/01/2014

Principal Address

7070 NW 2ND AVE
MIAMI, FL 33150

Changed: 05/01/2019

Mailing Address

7070 NW 2ND AVE
MIAMI, FL 33150

Changed: 05/01/2019

Registered Agent Name & Address

COICOU, GEORGE
7070 NW 2ND AVE
MIAMI, FL 33150

Name Changed: 04/29/2010

Address Changed: 05/01/2019

Authorized Person(s) Detail

Name & Address

Title MGRM

J&F Solutions Management Group, LLC.
3362 Forest Grove CT NW
Acworth, GA 30101

Title Authorized Member

640

Title Authorized Member

THE COICOU GROUP, LLC
7070 NW 2ND AVE
MIAMI, FL 33150

Title P

Edmond, Carol
7070 NW 2ND AVE
MIAMI, FL 33150

Annual Reports

Report Year	Filed Date
2018	05/01/2018
2019	05/01/2019
2019	06/06/2019

Document Images

06/06/2019 -- AMENDED ANNUAL REPORT	View image in PDF format
05/01/2019 -- ANNUAL REPORT	View image in PDF format
05/01/2018 -- ANNUAL REPORT	View image in PDF format
05/01/2017 -- ANNUAL REPORT	View image in PDF format
04/27/2016 -- ANNUAL REPORT	View image in PDF format
04/16/2015 -- ANNUAL REPORT	View image in PDF format
10/01/2014 -- REINSTATEMENT	View image in PDF format
04/30/2013 -- ANNUAL REPORT	View image in PDF format
05/01/2012 -- ANNUAL REPORT	View image in PDF format
04/29/2011 -- ANNUAL REPORT	View image in PDF format
04/29/2010 -- ANNUAL REPORT	View image in PDF format
04/29/2009 -- ANNUAL REPORT	View image in PDF format
09/22/2008 -- LC Amendment	View image in PDF format
06/27/2008 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 06-30-2008

Employer Identification Number:
26-2891042

Form: SS-4

Number of this notice: CP 575 B

EPMG LLC
DANIEL ATELUS
7070 NW 2ND AVE
MIAMI, FL **33150**

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 26-2891042. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065 04/15/2009

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

010827

Local Business Tax Receipt

Miami–Dade County, State of Florida

–THIS IS NOT A BILL – DO NOT PAY

LBT

626603-5

BUSINESS NAME/LOCATION
EPMG LLC
7070 NW 2ND AVE
MIAMI FL 33150

RECEIPT NO.
RENEWAL
653101-7

EXPIRES
SEPTEMBER 30, 2020
Must be displayed at place of business
Pursuant to County Code
Chapter 8A – Art. 9 & 10

OWNER
EPMG LLC
C/O CAROL EDMOND

Employee(s) 4

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

PAYMENT RECEIVED BY TAX COLLECTOR
$45.00 09/25/2019
CREDITCARD–19–079358

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles – Miami–Dade Code Sec 8a–276.

For more information, visit www.miamidade.gov/taxcollector

Carol Edmond

1208 NW 204th Street. Miami, Fl. 33169
Phone: 305-927-4951
Email:caroledmond18@gmail.com

PERFORMANCE PROFILE

Highly skilled entrepreneur with exceptional leadership skills, boasting of demonstrated expertise in overseeing the work of janitorial staff. Well-versed in creating and implementing staff schedules, and ensuring that all work is done as per implemented schedule.

- Qualified to select and assign staff, and leveraging their skills appropriately
- Effectively able to evaluate and verify staff performance through review of completed work and techniques
- Competent in identifying staff development needs, and ensuring that training is provided on an ongoing basis
- Proven ability to oversee and lead janitorial staff to carry out well-placed custodial activities

PROFESSIONAL SKILLS

- ✓ Staff Development
- ✓ Custodial Coverage
- ✓ Supplies Management
- ✓ Complaint Handling
- ✓ Complaint Handling
- ✓ Scheduling
- ✓ Inventory Control
- ✓ Training and Development
- ✓ Cleaning and Maintenance
- ✓ Technique Development
- ✓ Vendor Liaison
- ✓ Staff Motivation

KEY ACHIEVEMENTS

- Implemented a series of training methods, which proved to be 50% more workable than the ones already in place.
- Retained the same staff members for over 6 years, by providing them with skill development opportunities.
- Introduced a novel inventory control procedures, which was 75% more efficient than the one being used.
- Reduced cost of cleaning supplies, by bringing onboard a less expensive, yet high quality vendor.

PROFESSIONAL EXPERIENCE

EPMG, LLC- Co-Owner| 6/2014 – Present

- Create schedules for each staff member, and ensure that he or she follows it properly
- Train new members of the janitorial staff to handle cleaning, maintenance, and sanitation duties
- Assist staff members with cleaning and maintenance duties, during instances of insufficient staff
- Provide leadership by showing the ropes to both existing and new crew members
- Oversee janitorial work performed at all assigned sites, and intervene to improve quality
- Ascertain that all bathroom supplies such as towels and soap are replenished on time
- Oversee the inventory of supplies and cleaning equipment, and ensure that low stock situations do not arise
- Create and maintain liaison with vendors and suppliers to ensure timely and accurate delivery of cleaning supplies

EDUCATION

Broward College; Pembroke Pines, FL
- Associate's Degree (2015)

Bachelor's Degree Program Transfer (2017)
- Business Major

State Of Florida
- Notary Public

Florida Department of Financial Services
- 215 Insurance License

DANIEL ATELUS

1660 NE 150th St. Miami, FL. 33181 ■ Cell: (305) 902-9848
Email: Danielatelus@gmail.com

Successful business owner for over 20 years and currently Manager/Owner of EPMG, LLC for 15 years. Progressively responsible for growing and positioning the company for great success. —known for positive attitude and personable demeanor.

EXPERIENCE

EPMG, LLC ■ **Manager/Owner,** 2008 to Present
Handled daily heavy flow of paperwork and cooperated with the accounting departments on invoicing problems. Maintained customized services to existing clients to ensure client retention. Responsible for training newly hired employees, organizing and running the office.

Key Contributions:

- Helped develop cleaning checklist that elevated the consistency of custodial activities throughout the school.
- Ensured accurate inventory and timely restocking of supplies. Implemented computerized forms that improved communication with district office to prevent delays and stock-outs on needed supplies.
- Managed setup and teardown for events such as open houses, commencements, award ceremonies, assemblies, parent-teacher conferences, sporting competitions, concerts and plays.
- Spearheaded green recycling program in partnership with local nonprofit organization that has raised $5,000+ from recycling paper, cans and printer cartridges.
- Kept facilities and grounds safe and in compliance with state, county and city codes.

THE COICOU GROUP, LLC ■ **Manager/Owner,** 2018 to Present
Responsible for Marketing and Bookkeeping. Development of new business ideas.

Key Contributions:

- Maintained meetings
- Managed Many other Business
- Assisted with seasonal projects

EDUCATION

Miami Edison High ■ **High School Diploma**

PROFESSIONAL SKILLS

- RFPs and Participated
- Excellent Communication
- Computer Skills
- Multitasking under pressure
- Customer Service

G & D CONSTRUCTION & JANITORIAL

G&D CONSTRUCTION CLEANING

& JANITORIAL SERVICE CORP.

PLEASE BE ADVISED THAT ANY INFORMATION AND LISCENSE WILL BE PREMITTED AS SOON AS THEY RENEWAL AND ETC.

G&D CONSTRUCTION CLEANING

& JANITORIAL SERVICE CORP.

CONTACT: GARY JOHNSON

786 337-3344

NOT MENTION IN CONTRACT;

DESK CLEANING (UNLESS CONSIDERED FURNITURE)

SPRAY BUFFING (TILE FLOORS) THAT HOW YOU REMOVE SCUFF,SCRATCHES MARKS

MACHINE SCRUBBING RESTROOMS FLOORS

PLEASE BE ADVISED THAT PRICE FOR EXTERIOR TOP FLOORS WINDOWS CAN NOT BE CALCULATED AT MOMENT.BECAUSE LIFTER (MACHINE) PRICE VARIES FROM COMPANINES.

IN THE PAST I HAVE GIVEN THE CITY OF OPA-LOCKA TOP CLEANING SERVICES ON PREVIOUS FACILITIES. FLOORS,PRESSURE CLEANING,CARPET CLEANING,WAXING

SHERBONDY PARK

INGRAM PARK

POLICE DEPT.

SEGAL PARK

RFP NO: 20-0225100

JANITORIAL MAINTENANCE SERVICES
PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Consultant's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:
   Name: G.D Construction Cleaning & Janitorial Serv. Corp
   Address: 1909 Opa Locka Blvd / 13235 Alexandra drive
   City, State, Zip: Opa Locka FL 33054 Phone/Fax: 786 337-3344

2. Check One: Corporation (✓) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 2006 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. **Name and Title of Principal Officers** **Date Elected:**
   Gary Johnson President 2006 - June

6. The length of time in business: 13 years

7. The length of time (continuous) in business as a service organization in Florida:
   13 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-locka specification, during the last twenty-four months.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Consultants, in the sole opinion of the City of Opa-locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PROPOSER QUALIFICATIONS

The Proposer, as a result of this proposal, MUST hold a County and/or Municipal Vendor's Occupational License in the area of their fixed business location. The following information MUST be completed and submitted with the proposal to be considered:

1. Legal Name and Address:
   Name: G&D Construction Cleaning & Janitorial Serv. Corp
   Address: 1909 Opa Locka Blvd / 13235 Alexandria drive
   City, State, Zip: Opa Locka fl Phone/Fax: 33054

2. Check One: Corporation (X) Partnership ( ) Individual ( )

3. If Corporation, state:
   Date of Incorporation: 2006 State in which Incorporated: Florida

4. If an out-of-state Corporation, currently authorized to do business in Florida, give date of such authorization: N/A

5. **Name and Title of Principal Officers** **Date Elected:**
   Gary Johnson — President
   Damian Hudson — Vice President

6. The length of time in business: 13 years

7. The length of time (continuous) in business as a service organization in Florida:
   13 years

8. Provide a list of at least three commercial or government references that the bidder has supplied service/commodities meeting the requirements of the City of Opa-Locka specification, during the last five years.

9. A copy of County and/or Municipal Occupational License(s)

Note: *Information requested herein and submitted by the proposers will be analyzed by the City of Opa-locka and will be a factor considered in awarding any resulting contract. The purpose is to insure that the Vendors, in the sole opinion of the City of Opa-Locka, can sufficiently and efficiently perform all the required services in a timely and satisfactory manner as will be required by the subject contract. If there are any terms and/or conditions that are in conflict, the most stringent requirement shall apply.*

RFP NO: 20-0225100

PRICE PROPOSAL FORM

JANITORIAL MAINTENANCE SERVICES

PROPONENT understands and agrees that the Contract Price is the lump sum to furnish and install all of the Work complete in place. Vendor's price will not be adjusted unless the CITY changes the scope of the Project after the Contract Date.

As such, the Vendor shall furnish all labor, materials, equipment, tools, superintendence and services necessary to provide a complete, in place Project for the Proposed Price of:

LUMP SUM PRICE: $ 5,600.00 window not include

SUBMITTED THIS 20 DAY OF Feburary 2020.

BID SUBMITTED BY:

G&D Construction Cleaning Sanitors Serv. corp — 786 337-3344

Company — Telephone Number

Gary Johnson — N/A

Name of Person Authorized to Submit Bid — Fax Number

Signature — GndCleaningCorp@Gmail.com

Email Address

President

Title

CITY OF OPA-LOCKA

CERTIFICATION REGARDING DEBARMENT, SUSPENSION PROPOSED DEBARMENT AND OTHER MATTERS OFRESPONSIBILITY

1. The Proposer certifies, to the best of its knowledge and belief, that the Proposer and/or any of its Principals:

A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.

B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.

2. The Proposer has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any City, State or Federal agency.

A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

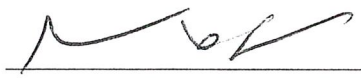
B. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS CONSULTANT COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature 

Printed Name Gary Johnson

CITY OF OPA-LOCKA
DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the CITY OF OPA-LOCKA for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).

4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Gary Johnson (Name) the President (Title/Position) of G & O Construction Cleaning & Janitorial Serv. Corp (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

2-20-20 (Date) _____ (Signature)

CITY OF OPA-LOCKA
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA - COUNTY OF MIAMI DADE

_____ being first duly sworn, deposes and says that:

(1) He/She/They is/are the _____

(Owner, Partner, Officer, Representative or Agent) of

_____ the PROPONENT that has submitted the attached proposal;

(2) He/She/They is/are fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said PROPONENT nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPONENT, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from Proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any PROPONENT, firm, or person to fix any overhead, profit, or cost elements of the Proposal or of any other PROPONENT, or to fix any overhead, profit, or cost elements of the Proposed Price or the Proposed Price of any other PROPONENT, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the PROPONENT or any other of its agents, representatives, owners, employees or parties of interest, including this affiant.

Signed, sealed and delivered in the presence of:

_____ By: _____
Witness Signature

_____ _____
Witness Print Name and Title

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, hereby duly sworn, depose and say that the organization, business or entity represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the City of Opa-locka. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

By: Gary Johnson

Title: President

Sworn and subscribed before this

21 day of FEB, 20 20

Notary Public, State of Florida

(Printed Name)

My commission expires:

RAYMOND A MARCHETTI
Notary Public - State of Florida
Commission # GG 329370
My Comm. Expires Aug 21, 2023
Bonded through National Notary Assn.

000292

Local Business Tax Receipt

Miami–Dade County, State of Florida

–THIS IS NOT A BILL – DO NOT PAY

LBT

5431382

BUSINESS NAME/LOCATION

G & D CONSTRUCTION CLEANING & JANITORIAL SERVICE CORP
13118 ALEXANDRIA DR 142
OPA LOCKA FL 33054

RECEIPT NO.
RENEWAL
5670972

EXPIRES
SEPTEMBER 30, 2015
Must be displayed at place of business
Pursuant to County Code
Chapter 8A – Art. 9 & 10

OWNER
G&D CONST CLN&JANITORIAL SVS CORP
Employee(s) 1

SEC. TYPE OF BUSINESS
213 SERVICE BUSINESS

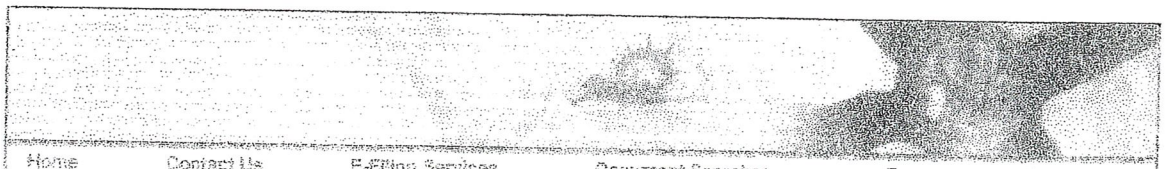
PAYMENT RECEIVED BY TAX COLLECTOR
$51.75 12/22/2014
CHECK21–15–046404

2014-15

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications, to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles – Miami–Dade Code Sec 8a–276.

For more information, visit www.miamidade.gov/taxcollector



Detail by Entity Name

Florida Profit Corporation

G&D CONSTRUCTION CLEANING &JANITORIAL SERVICES CORP.

Filing Information

Document Number	P04000143144
FEI Number	113730154
Date Filed	10/18/2004
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	09/15/2008
Event Effective Date	NONE

Principal Address

13118 ALEXANDRIA DRIVE
142
OPA LOCKA FL 33054 US

Changed 09/15/2008

Mailing Address

13118 ALEXANDRIA DRIVE
142
OPA LOCKA FL 33054 US

Changed 09/15/2008

Registered Agent Name & Address

JOHNSON, GARY L
13118 ALEXANDRIA DRIVE
142
OPA LOCKA FL 33054 US

Address Changed: 09/15/2008

Officer/Director Detail

Name & Address

Title P

JOHNSON, GARY L
13118 ALEXANDRIA DRIVE #142
OPA LOCKA FL 33054 US

Title VP

HUDSON, DAMIAN V
13124 PORT SAID #252
OPA-LOCKA FL 33054 US

Annual Reports

Report Year	Filed Date
2006	09/15/2008
2007	09/15/2008
2008	09/15/2008

G&D CONST CLEANING/JANITOR SVC,INC
13118 ALEXANDRIA DR # 142
OPA LOCKA, FL 33054

PLEASE DETACH AT PERFORATION

990004846

City of Opa-locka

2015

Department of Business and Licensing
Occupational License
G&D CONST CLEANING/JANITOR SVC,INC
13118 ALEXANDRIA DR # 142
OPA LOCKA, FL 33054
LICENSE FEE $50.00
IS HEREBY LICENSED TO ENGAGE IN THE BUSINESS, PROFESSION OR OCCUPATION OF
RENT OFFICE OR SPACE FOR BUSINESS
IN THE CITY OF OPA-LOCKA, WITH THE FOLLOWING RESTRICTIONS:

ISSUED ON 01/06/2009
UNTIL SEPTEMBER 30, 2015 SUBJECT TO THE PROVISIONS OF THE CITY OF OPA-LOCKA ORDINANCES AND STATE AND COUNTY REGULATIONS NOW IN FORCE. NOTE: THIS LICENSE DOES NOT CONSTITUTE A CERTIFICATION THAT THE LICENSEE IS QUALIFIED TO ENGAGE IN THE BUSINESS OR OCCUPATION SPECIFIED HEREIN.

CITY OF OPA-LOCKA

CITY MANAGER

BY: Olga Richardson
LICENSE CLERK

DISPLAY AS REQUIRED BY LAW

ACORD@

CERTIFICATE OF LIABILITY INSURANCE

DATE (MMIDDrY¥XL)
11/30/2016

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

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

PRODUCER	CONTACT NAME: Aida Brotonel	
Insurance Exchange Of America	I r~gN~ Ext: (877) 373-6073	;AIC No\: (305) 628-5125
19670 NW 27th *Ave*	E·MAIL ADDRESS: ieaunderwriting@bestrate-insurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#
Miami Gardens FL 33056	INSURER ASCENDANT	
INSURED	INSURER	
G & D CONSTRUCTION CLEANING & JANITORIAL SERVICEE	INSURERC	
COVERAGES 13118 ALEXANDRIA DRIVE CERTIFICATE NUMBER'	INSURER REVISION NUMBER'	
142 OPA LOCKA FL 33054	INSURER	
	INSURER	

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

INS LTR	TYPE OF INSURANCE	I~~~	ISLIR WV'D	POLICY NUMBER	I{~~M~~\	1{~~T6~~	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY 4T ~'L AGGREGATE LIMIT APPLIES PER: POLICY JECT LOC OTHER:			GL-54439-0	12/01/2016	12/01/2017	EACH OCCURRENCE	$ 1,000,000
							~~H?E~~~~';~ence)	$ 100,000
							MED EXP (Anyone person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	S 2,000,000
							PRODUCTS· COM P/OP	$ INCLUDED
								$
	AUTOMOBILE LIABILITY ANY AUTO All OWNED AUTOS HIRED AUTOS ~ SCHEDULED AUTOS NON-OWNED AUTOS						ii:~~~~~~~t~INGLE LIMIT	$
							BODilY INJURY (Per	s
							BODilY INJURY (Per accident)	s
							;p~?~~C~d~t?AMAGE	s
								$
	UMBRELLA EXCESS L1AB CLAIMS·MADE DED RETENTION s						EACH OCCURRENCE	S
							AGGREGATE	S
								S
	WORKERS AND EMPLOYERS' liABILITY ANY OFFICER/MEMBER EXCLUDED? (Mandatory in NH) am:~fti~~~ 't:~~PERATIONS	Y/N O	N/A				1PER STATUTE TOTH. ER	
							s i EACH ACCIDENT	s
							E.L. DISEASE - EA	S
							E.L. DISEASE - POLICY	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Naimisha Construction
8895 N. Military Trail
Palm Beach Gardens Fl 33410

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

661

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The ACORD name and logo are registered marks of ACORD

1st Reading: _____
2nd Reading: _____
Public Hearing: _____
Adopted: _____
Effective Date: _____
Sponsored by: City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA AMENDING ORDINANCE NO. 15-06 ENACTED BY THE CITY COMMISSION ON MAY 13, 2015 (THE "MASTER ORDINANCE") AND ORDINANCE NO. 15-07 ENACTED BY THE CITY COMMISSION ON MAY 13, 2015 (THE "SERIES ORDINANCE") WHICH PROVIDED FOR THE ISSUANCE OF $3,494,000 TAX-EXEMPT CAPITAL IMPROVEMENT REVENUE AND REFUNDING NOTE, SERIES 2015A AND $5,106,000 TAXABLE CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2015B (COLLECTIVELY, "THE NOTES"), IN ORDER TO IMPLEMENT THE TERMS OF A PROPOSAL BY CITY NATIONAL BANK OF FLORIDA (THE "BANK") TO MODIFY THE TERMS OF THE NOTES; AUTHORIZING RELATED AMENDMENTS TO THE NOTES AND TO THE NOTES AGREEMENT, DATED MAY 29, 2015, BETWEEN THE CITY AND THE BANK; AUTHORIZING CITY OFFICIALS TO EXECUTE DOCUMENTS AND TAKE ALL OTHER NECESSARY ACTIONS IN SUPPORT OF THE FOREGOING; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 13, 2015, the City Commission enacted Ordinance No. 15-06 (the "Master Ordinance") and Ordinance No. 15-07 (the "Series Ordinance") authorizing the issuance of $3,494,000 Tax-Exempt Capital Improvement Revenue and Refunding Note, Series 2015A (the "Series A Note") and $5,106,000 Taxable Capital Improvement Revenue Note, Series 2015B (the "Series B Note", and collectively with the Series A Note, the "Notes"); and

WHEREAS, the Notes were issued on May 29, 2015; and

WHEREAS, on the date of issuance of the Notes, City National Bank of Florida (the "Bank") made a loan to the City (the "Loan") evidenced by the purchase of the Notes from the City and the execution and delivery of the Notes Agreement, dated May 29, 2015, between the City and the Bank (the "Notes Agreement", and collectively with the Master Ordinance, the Series Ordinance and the Notes, the "Loan Documents"); and

WHEREAS, the Notes are secured by the revenues derived by the City pursuant to the levy and collection of the Communications Services Tax and the Public Service Tax (the "Pledged Revenues"), which are received by the City from the State Department of Revenue on a monthly basis; and

WHEREAS, the monthly Pledged Revenues currently exceed the amount of monthly debt service payable on the Loan (such excess is hereinafter referred to as the "Excess Pledged Revenues"); and

WHEREAS, on June 1, 2016, pursuant to Section 218.503, Florida Statutes, the Governor of the State of Florida issued Executive Order Number 16-135 which determined that the City was in a state of financial emergency and established a financial emergency board (the "Oversight Board") to oversee the activities of the City; and

WHEREAS, on July 20, 2016, the Bank (by and through its counsel) sent the City a letter (the "Notice Letter") stating that the City was in default under several provisions of the Loan Documents, including, among others, its request for financial assistance from the State under Section 218.503, Florida Statutes and that the City's defaults gave the Bank the right to accelerate the Notes, at which point the entire debt would become due and payable and all of the Pledged Revenues would be required to be used to pay the Notes; and

WHEREAS, on August 11, 2016, the Bank (by and through its counsel) sent the City a letter (the "Acceleration Letter") declaring the entire principal of the Notes to be due and payable immediately and, that pursuant to the provisions of the Loan Documents, the City was required to deposit all Pledged Revenues, as the same are collected, into the Tax Revenues Fund created under Section 401 of the Master Ordinance, hold such funds in trust for the benefit of the Bank until the Notes are paid in full, and not be used for any other purpose; and

WHEREAS, to date, the City has been complying with such provisions, and as a result thereof, as of _____, 2020, $_____ of Excess Pledged Revenues is currently being held in the Tax Revenues Fund in trust for the benefit of the Bank (such Excess Pledged Revenues, plus any additional Excess Pledged Revenues that accumulate between the date of passage of this Ordinance and the Closing Date (as defined in Section 3 hereof), are hereinafter referred to as the "Accumulated Pledged Revenues"); and

WHEREAS, on November 6, 2019, the Bank (by and through its counsel) sent the City a letter (the "Proposal") proposing modifications to the terms of the Loan in order to accommodate the needs of the City while relieving the Bank of some of its Loan exposure; and

WHEREAS, on December 11, 2019, the City Commission adopted Resolution No. 2019-9720 approving the terms of the Proposal and authorizing the City Manager to execute all required documents to implement the Proposal: and

WHEREAS, on December 19, 2019, the Chief Inspector General of the State, acting as the Governor's representative on behalf of the Oversight Board, approved the City Commission's approval of the Proposal: and

WHEREAS, in order to implement the terms of the Proposal, the City Commission desires to approve the amendment of the Loan Documents and the execution and delivery of additional instruments and the taking of appropriate actions by authorized representatives of the City in connection therewith, all as more fully set forth herein.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. Recitals; Definitions. The recitals herein are incorporated by reference. All capitalized terms not otherwise defined herein shall have the meanings ascribed thereto in the Loan Documents.

Section 2. Authorization for this Ordinance. This Ordinance is adopted pursuant to the provisions of Section 1002 of the Master Ordinance with the consent of the Bank as the Holder of 100% of the Notes, which consent will be set forth in the First Amendment.

Section 3. Amendments to Master Ordinance. The Master Ordinance is hereby amended by adding a new Article XIII, to read as follows:

ARTICLE XIII
PROVISIONS EFFECTIVE IN 2020

Section 1301. General. The provisions of this Article XIII shall become effective upon execution of the final documents that implement the terms in the Proposal (the "Closing Date"), and shall continue to be effective as long as the First Amendment to the Notes Agreement, dated as of the Closing Date, between the City and the Bank (the "First Amendment"), is in effect. The Closing Date shall be set forth in the First Amendment.

Section 1302. Application of Accumulated Pledged Revenues. Notwithstanding anything to the contrary contained in the Loan Documents, on the Closing Date, the Accumulated Pledged Revenues shall be applied as follows:

(a) First, to reimburse the Bank for all legal fees and costs incurred by the Bank for outside legal counsel to analyze the Loan Documents and advise the Bank on protecting its legal position thereunder, both incurred to date and those that will be incurred up to the Closing Date to facilitate and document the amendments to the Loan Documents required by the Proposal.

(b) Second, the remaining amount shall be split evenly between the City and the Bank. Proceeds received by Bank will be applied to redeem a corresponding principal amount of the Series A Note. Proceeds received by the City will be used by the City for its own permitted purposes.

The Accumulated Pledged Revenues, the amount of the legal fees and the remaining amount to be split evenly between the City and the Bank, all as of the Closing Date, shall be set forth in the First Amendment.

Section 1303. Monthly Debt Service Payments on the Notes. The total current monthly debt service payments on the Notes is $43,601.00, of which $15,939.92 is applied monthly to debt service on the Series A Note and $27,661.15 is applied monthly to debt service on the Series B Note. Notwithstanding anything to the contrary in Sections 403 and 404 of the Master

Ordinance, the City shall continue to make monthly debt service payments on the Notes in the amount of $43,601.00 until both of the Notes are paid full, and such amount shall be applied as follows:

(a) During the period that both the Series A Note and the Series B Note are outstanding, $15,939.92 shall be applied monthly to debt service on the Series A Note and $27,661.15 shall be applied monthly to debt service on the Series B Note.

(b) From and after the date that the Series A Note is paid in full and no longer outstanding, $43,601.00 shall be applied monthly to debt service on the Series B Note until the maturity date of the Series B Note. The City understands and acknowledges that this application will result in faster amortization of the Series B Note than would otherwise be the case under the current provisions of the Loan Documents.

To the extent the provisions set forth above conflict with the provisions of Sections 403 and 404 of the Master Ordinance, or with any other provisions contained in the Master Ordinance or the other Loan Documents, such conflicting provisions shall be deemed amended hereby.

Section 1304. Application of Excess Pledged Revenues.

(a) During the period beginning from and after the Closing Date and ending on September 30, 2020, after the payment of the monthly debt service described above, all monthly Excess Pledged Revenues shall be withdrawn in each month and deposited to the City's general or special revenue fund from which such moneys were originally withdrawn and the amounts so transferred shall no longer be subject to the lien and pledge of the Master Ordinance.

(b) The Bank, in its sole and absolute discretion, may choose to extend the application of the provisions of paragraph (a) for one additional fiscal year of the City beginning with the 2020-2021 fiscal year. The Bank shall notify the City in writing no later than September 1, 2020 whether or not it agrees to such extension for the 2020-2021 fiscal year. If the Bank does not agree to such extension, the City shall deposit the Excess Pledged Revenues into the Tax Revenues Fund and hold such funds in trust for the benefit of the Bank until the Notes are paid in full, and such funds shall not be used for any other purpose.

(c) For each fiscal year thereafter, the Bank, in its sole and absolute discretion, may choose to extend the application of the provisions of paragraph (a) for one additional fiscal year of the City, regardless of whether or not it has extended the provisions during prior fiscal years. The Bank shall notify the City in writing no later than September 1 preceding the beginning of the next fiscal year whether or not it agrees to such extension for the next fiscal year. If the Bank does not agree to such extension, the City shall deposit the Excess Pledged Revenues into the Tax Revenues Fund and hold such funds in trust for the benefit of the Bank until the Notes are paid

in full, and such funds shall not be used for any other purpose. If the Lender does agree to such extension, the Bank, in its sole and absolute discretion, shall determine how any Excess Pledged Revenues previously accumulated in the Tax Revenues Fund shall be applied as between the Bank the City. The City acknowledges and agrees that the Bank is entitled to apply all of such Excess Pledged Revenues to reduce the indebtedness represented by the Notes.

Section 1305. Approval of First Amendment to the Notes Agreement. The execution and delivery of the First Amendment is hereby authorized. The First Amendment shall be in substantially the form attached hereto as Exhibit "A", with such changes, insertions, modifications and additions as may approved by the City Manager, in consultation the City Attorney. The City Manager and the Mayor are each hereby authorized and directed to execute, and the City Clerk is hereby authorized and directed to attest, the First Amendment. The execution and delivery of the First Amendment shall constitute conclusive evidence of the approval thereof.

Section 1306. Confirmation of Master Ordinance and Series Ordinance. Except as expressly modified hereby, all other terms and provisions of the Master Ordinance and Series Ordinance shall remain in full force and effect.

Section 1307. Effective Date. This Ordinance shall take effect immediately upon its enactment.

PASSED AND ADOPTED on first reading this ____ day of _____, 2020.

PASSED AND ENACTED on second reading this ____ day of _____, 2020.

_____
Matthew A. Pigatt, Mayor

Attest:

_____
Joanna Flores
City Clerk

Approved as to form and legal sufficiency:

_____
Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass:	____ (Yes)	____ (No)
Commissioner Burke:	____ (Yes)	____ (No)
Commissioner Kelley:	____ (Yes)	____ (No)
Vice-Mayor Davis:	____ (Yes)	____ (No)
Mayor Pigatt:	____ (Yes)	____ (No)

FIRST AMENDMENT TO NOTES AGREEMENT

THIS FIRST AMENDMENT TO NOTES AGREEMENT (the "First Amendment"), effective as of _____, 2020, is entered into by and among CITY NATIONAL BANK OF FLORIDA (the "Lender") and THE CITY OF OPA-LOCKA, FLORIDA (the "City"), and amends and modifies the Notes Agreement, dated May 29, 2015, between the City and the Lender (the "Notes Agreement") in connection with the issuance by the City of its $3,494,000 Capital Improvement Revenue and Refunding Note, Series 2015A (the "2015A Note") and $5,106,000 Taxable Capital Improvement Revenue Note, Series 2015B (the "2015B Note" and, together with the 2015A Note, the "2015 Notes") and the purchase of the 2015 Notes by the Lender.

RECITALS

WHEREAS, on May 13, 2015, the City Commission enacted Ordinance No. 15-06 (the "Master Ordinance") and Ordinance No. 15-07 (the "Series Ordinance," and collectively with the Master Ordinance, the "2015 Ordinance") authorizing the issuance of the 2015 Notes (all capitalized terms not otherwise defined herein having the meaning ascribed thereto in the 2015 Ordinance or in the Notes Agreement); and

WHEREAS, the 2015 Notes were issued on May 29, 2015; and

WHEREAS, on the date of issuance of the 2015 Notes, the Lender made a loan to the City (the "Loan") evidenced by the purchase of the 2015 Notes from the City and the execution and delivery of the Notes Agreement (the Notes Agreement, together with the 2015 Ordinance and the 2015 Notes, are hereinafter referred to as the "Loan Documents"); and

WHEREAS, the 2015 Notes are secured by the revenues derived by the City pursuant to the levy and collection of the Communications Services Tax and the Public Service Tax (the "Pledged Revenues"), which are received by the City from the State Department of Revenue on a monthly basis; and

WHEREAS, the monthly Pledged Revenues currently exceed the amount of monthly debt service payable on the Loan (such excess is hereinafter referred to as the "Excess Pledged Revenues"); and

WHEREAS, on June 1, 2016, pursuant to Section 218.503, Florida Statutes, the Governor of the State of Florida issued Executive Order Number 16-135 which determined that the City was in a state of financial emergency and established a financial emergency board (the "Oversight Board") to oversee the activities of the City; and

WHEREAS, on July 20, 2016, the Lender (by and through its counsel) sent the City a letter (the "Notice Letter") stating that the City was in default under several provisions of the Loan Documents, including, among others, its request for financial assistance from the State under Section 218.503, Florida Statutes and that the City's defaults gave the Lender the right to accelerate the 2015 Notes, at which point the entire debt would become due and payable and all of the Pledged Revenues would be required to be used to pay the 2015 Notes; and

WHEREAS, on August 11, 2016, the Lender (by and through its counsel) sent the City a letter (the "Acceleration Letter") declaring the entire principal of the 2015 Notes to be due and payable immediately and, pursuant to the provisions of the Loan Documents, the City was required to deposit all Pledged Revenues, as the same are collected, into the Tax Revenues Fund created under Section 401 of the Master Ordinance, hold such funds in trust for the benefit of the Lender until the 2015 Notes are paid in full, and not be used for any other purpose; and

WHEREAS, to date, the City has been complying with such provisions, and as a result thereof, Excess Pledged Revenues in the amount specified in Section 2 hereof are currently being held in the Tax Revenues Fund in trust for the benefit of the Lender (such Excess Pledged Revenues are hereinafter referred to as the "Accumulated Pledged Revenues"); and

WHEREAS, on November 6, 2019, the Lender (by and through its counsel) sent the City a letter (the "Proposal") proposing modifications to the terms of the Loan in order to accommodate the needs of the City while relieving the Lender of some of its Loan exposure; and

WHEREAS, on December 11, 2019, the City Commission adopted Resolution No. 2019-9720 approving the terms of the Proposal and authorizing the City Manager to execute all required documents to implement the Proposal: and

WHEREAS, on December 19, 2019, the Chief Inspector General of the State, acting as the Governor's representative on behalf of the Oversight Board, approved the City Commission's approval of the Proposal pursuant to Resolution No. 2019-9720: and

WHEREAS, in order to implement the terms of the Proposal, on _____ , 2020, the City Commission enacted Ordinance No. 20-____ ("Ordinance No. 20-____) approving the amendment of the Loan Documents and the execution and delivery of this First Amendment; and

WHEREAS, on _____, 2020, the Chief Inspector General of the State, acting as the Governor's representative on behalf of the Oversight Board, approved the City Commission's enactment of Ordinance No. 20-____.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings set forth in this First Amendment and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows with respect to the agreements to which they are a party:

Section 1. <u>Approvals and Waivers; Partial Optional Redemption of 2015A Note</u>.

(a) Pursuant to the requirements of Section 1002 of the Master Ordinance and Section 5.07 of the Notes Agreement, the Lender, as the Holder of 100% of the 2015 Notes, consents to the amendments to the 2015 Ordinance made in Ordinance No. 20-___.

(b) Pursuant to the requirements of Section 303 of the Master Ordinance and Section 2.06 of the Series Ordinance, the City hereby calls for optional redemption a portion of the Series 2015A Note in the Redemption Amount set

forth in Section 2 hereof. The Lender, as the Holder of 100% of the 2015A Note, hereby waives any notice requirements contained therein related to such partial redemption of the 2015A Note on the date hereof.

Section 2. Amendments to Notes Agreement and Notes. The Note Agreement is hereby amended by adding a new Article VIII, to read as follows:

ARTICLE VIII
PROVISIONS EFFECTIVE IN 2020

Section 8.01. General. The provisions of this Article VIII shall become effective upon the Closing Date and shall continue in effect until the earlier of (i) the effective date of any additional amendments to the Notes Agreement or (ii) the maturity date of the 2015 Notes.

Section 8.02. Final Amounts. Pursuant to the requirements of Section 3 of Ordinance No. 20-___, the following are the final dates and amounts applicable to such sections and to Section 8.03 of this First Amendment:

(a) The Closing Date is _____, 2020.

(b) The Accumulated Pledged Revenues through the Closing Date are $_____.

(c) The legal fees and costs incurred by the Lender for outside legal counsel through the Closing Date are $_____ (the "Legal Fees").

(d) The remaining amount of the Accumulated Pledged Revenues, after payment to the Lender of the Legal Fees, is $_____ (the "Remaining Amount").

Section 8.03. Application of Accumulated Pledged Revenues. Notwithstanding anything to the contrary contained in the Loan Documents, on the Closing Date, the Accumulated Pledged Revenues shall be applied as follows:

(a) First, to reimburse the Lender for the Legal Fees.

(b) Second, the Remaining Amount shall be split evenly between the City and the Lender. Proceeds received by Lender in the amount of $_____ (the "Redemption Amount") will be applied to the optional redemption of a corresponding principal amount of the 2015A Note. Proceeds received by the City will be used by the City for its own permitted purposes.

Section 8.04. Monthly Debt Service Payments on the Notes. The total current monthly debt service payments on the Notes is $43,601.00, of which $15,939.92 is applied monthly to debt service on the 2015A Note and $27,661.15 is applied monthly to debt service on the 2015B Note. Notwithstanding anything to the contrary in Sections 403 and 404 of the Master Ordinance, the Notes Agreement or the 2015 Notes, the City shall continue to make monthly

debt service payments on the 2015 Notes in the amount of $43,601.00 until both of the 2015 Notes are paid full, and such amount shall be applied as follows:

(a) During the period that both the 2015A Note and the 2015B Note are outstanding, $15,939.92 shall be applied monthly to debt service on the 2015A Note and $27,661.15 shall be applied monthly to debt service on the 2015B Note.

(b) From and after the date that the 2015A Note is paid in full and no longer outstanding, $43,601.00 shall be applied monthly to debt service on the 2015B Note until the maturity date of the 2015B Note. The City understands and acknowledges that this application will result in faster amortization of the 2015B Note than would otherwise be the case under the current provisions of the Loan Documents.

To the extent the provisions set forth above conflict with the provisions of the Notes Agreement or the 2015 Notes, such conflicting provisions shall be deemed amended hereby.

Section 8.05. Application of Excess Pledged Revenues.

(a) During the period beginning from and after the Closing Date and ending on September 30, 2020, after the payment of the monthly debt service described above, all monthly Excess Pledged Revenues shall be withdrawn in each month and deposited to the City's general or special revenue fund from which such moneys were originally withdrawn and the amounts so transferred shall no longer be subject to the lien and pledge of the Master Ordinance.

(b) The Lender, in its sole and absolute discretion, may choose to extend the application of the provisions of paragraph (a) for one additional fiscal year of the City beginning with the 2020-2021 fiscal year. The Lender shall notify the City in writing no later than September 1, 2020 whether or not it agrees to such extension for the 2020-2021 fiscal year. If the Lender does not agree to such extension, the City shall deposit the Excess Pledged Revenues into the Tax Revenues Fund and hold such funds in trust for the benefit of the Lender until the Notes are paid in full, and such funds shall not be used for any other purpose.

(c) For each fiscal year thereafter, the Lender, in its sole and absolute discretion, may choose to extend the application of the provisions of paragraph (a) for one additional fiscal year of the City, regardless of whether or not it has extended the provisions during prior fiscal years. The Lender shall notify the City in writing no later than September 1 preceding the beginning of the next fiscal year whether or not it agrees to such extension for the next fiscal year. If the Lender does not agree to such extension, the City shall deposit the Excess Pledged Revenues into the Tax Revenues Fund and hold such funds in trust for the benefit of the Lender until the Notes are paid in full, and such funds shall not be used for any other purpose. If the Lender does agree to such extension, the Lender, in its sole and absolute discretion, shall determine how any Excess Pledged Revenues previously accumulated in the Tax Revenues Fund shall be applied as between the Lender the City. The City

acknowledges and agrees that the Lender is entitled to apply all of such Excess Pledged Revenues to reduce the indebtedness represented by the Notes.

Section 8.06. No Waiver of Defaults; Reservation of Lender's Rights.

(a) The City acknowledges that (i) it is currently in default under the Loan Documents, (ii) as a result of such defaults, the Lender is entitled under the provisions of the Loan Documents to apply all of the Accumulated Pledged Revenues to reduce the indebtedness represented by the 2015 Notes, (iii) the Lender is entering into this First Amendment pursuant to which it is agreeing to permit the City to use a portion of the Accumulated Pledged Revenues for its municipal purposes solely to accommodate the needs of the City while relieving the Lender of some of its Loan exposure, and (iv) in future fiscal years of the City, the Lender will continue to have the right to demand that the monthly Excess Pledged Revenues be held for the benefit of the Lender if it decides not to extend the provisions of Section 8.05(a) hereof in future fiscal years. Accordingly, notwithstanding the financial accommodation extended by the Bank to the City under this First Amendment, the Lender reserves all of its rights and remedies under the Loan Documents, and nothing in this First Amendment is intended, and shall not be construed, (A) to be a waiver by the Bank in any manner of any existing defaults by the City under the Loan Documents or any rights or remedies available to the Bank under the Loan Documents, all of which are hereby expressly reserved by the Bank or (B) as precedent in any future negotiations between the Bank and the City to resolve any existing or future defaults by the City under the Loan Documents.

(b) The Notice Letter and the Acceleration Letter remain in full force and effect.

Section 8.07 Full Force and Effect. Except as expressly modified hereby, all other terms and provisions of the Notes Agreement and the 2015 Notes shall remain in full force and effect.

Section 8.08 Multiple Counterparts. This First Amendment may be simultaneously executed in one or more counterparts, all of which shall constitute the same instrument and each of which shall be deemed an original.

[COUNTERPART SIGNATURE PAGES FOLLOW]

COUNTERPART SIGNATURE PAGE FOR
FIRST AMENDMENT TO NOTES AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed in their respective names by their duly authorized representatives as of the day and year first set forth above.

CITY OF OPA-LOCKA, FLORIDA

By: _____
Matthew A. Pigatt, Mayor

By: _____
John E. Pate, MS, CM
City Manager

Attest:

_____
Joanna Flores
City Clerk

Approved as to form and legal sufficiency:

_____
Burnadette Norris-Weeks, Esq.
City Attorney

COUNTERPART SIGNATURE PAGE FOR
FIRST AMENDMENT TO NOTES AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed in their respective names by their duly authorized representatives as of the day and year first set forth above.

CITY NATIONAL BANK OF FLORIDA

By: _____
Name:
Title:

1st Reading/Public Hearing:
2nd Reading/Public Hearing:
Adopted:
Effective Date:
Sponsored By: City Manager

ORDINANCE NO. 20-XXX

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE ANNUAL ADOPTED GENERAL, PROPRIETARY AND SPECIAL REVENUE FUNDS BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020, ADJUSTING REVENUES AND EXPENDITURES AS REFLECTED IN EXHIBIT "A"; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET; AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGETS AND EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATIONS AND AMENDEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Opa-Locka, FL adopted its 2019-2020 fiscal year General, Proprietary and Special Revenue Funds budgets by passage of Ordinances 19-12 and 19-13; and

WHEREAS, pursuant to Florida Statute 166.241(5), the governing body of each municipality at any time within a fiscal year or within 60 days following the end of fiscal year may amend a budget for that year as follows:

a) Appropriations for expenditures within a fund may be decreased or increased by motion recorded in the minutes if the total appropriations of the fund is not changed;
b) The governing body may establish procedures by which the designated budget officer may authorize budget amendments if the total appropriations of the fund is not changed;
c) If a budget amendment is required for a purpose not specifically authorized in paragraph (a) or paragraph (b), the budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the municipality's charter; and

WHEREAS, the City Commission desires to amend its 2019-2020 Fiscal Year General, Proprietary and Special Revenue Funds budgets as set forth in Exhibit "A".

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF OPA- LOCKA, FLORIDA:

SECTION 1. RECITALS ADOPTED

The recitals to the preamble herein are incorporated by reference.

SECTION 2. AUTHORIZATION

Pursuant to Article IV, Section 4.5 of the City Charter, the City Manager has recommended proposed Amended General, Proprietary and Special Revenue Funds Budgets to the City Commission for the Fiscal Year retroactive to October 1, 2019, a copy of which is attached hereto as Exhibit "A" and incorporated by reference herein.

The City Commission of the City of Opa-locka hereby approves, adopts and ratifies the proposed Amended General, Proprietary and Special Revenue Funds Budgets for the Fiscal Year 2019-2020, and hereby appropriates the budgeted expenditures and revenues as set forth in the attached Exhibit "A".

The City Manager is authorized to expend or contract for expenditures, pursuant to the City of Opa-locka Charter and the adopted Code of Ordinances in accordance with the adopted Amended General, Proprietary and Special Revenue Funds Budgets for Fiscal Year 2019-2020.

The department/division expenditure allocations established by the City Manager, as revised and summarized in the budget attached as Exhibit "A", are hereby adopted and ratified. Funds of the City for General, Proprietary and Special Revenue Funds Budgets shall be expended in accordance with the appropriations provided by the budget, which shall constitute an appropriation of amounts specified therein. Expenditure control shall be at the fund level. Funds may be expended by, and with the approval of, the City Manager and the City Commission, in accordance with the provisions of the City Charter, adopted Code of Ordinances and applicable laws. Supplemental appropriations and reduction of appropriations, if any, shall be made in accordance with the City Charter.

Any and all outstanding encumbrances as of September 30, 2019, shall not lapse at that time and appropriations have been hereby provided for those outstanding encumbrances that have been incurred prior to September 30, 2019, but are not expected to be paid until after then. Receipts from sources not anticipated in the attached budget may be appropriated and expensed by Ordinance duly enacted by the City Commission in accordance with the applicable law. Adjustments within the same fund to departmental appropriations made in the attached Budget may be approved, from time to time, by the City Manager, or by Resolution adopted by the City Commission, if

lawful. The City Manager is authorized to approve adjustments to the expenditure code allocations, within the limit of department appropriations made in the attached Budget.

All Ordinances setting fees and charges, and all other fees and charges consistent with appropriations adopted herein, as may be amended during the fiscal year, are hereby ratified, confirmed and approved.

SECTION 3. SCRIVENER'S ERRORS.

Sections of this Ordinance may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of public hearing, by filing a corrected copy of same with the City Clerk.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-locka and upon a filing of a certified copy hereof with the Florida Department of State and is subject to the approval of the Governor or Governor's Designee.

PASSED and **ADOPTED** this XXX day of March, 2020.

_____
Matthew A. Pigatt, Mayor

ATTEST:

_____
Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Burnadette Norris-Weeks, P.A.

Moved by: _____

Seconded by: _____

VOTE: _____

Commissioner Bass _____
Commissioner Burke _____
Commissioner Kelley _____
Vice-Mayor Davis _____
Mayor Pigatt _____

City of Opa-locka
Agenda Cover Memo

Department Director:	Robert Anathan			**Department Director Signature:**	Robert Anathan			
City Manager:	John Pate			**CM Signature:**				
Commission Meeting Date:	Mar 11, 2020		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
					X			
Fiscal Impact: *(Enter X in box)* **N/A**	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
	X		**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
					X		X	
Funding Source: *Account#* **:** General Fund	*(Enter Fund & Dept)* See Attachments		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
					X			
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
		X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☑ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)* **Improves focus toward meeting current requirements**			
	X							
Sponsor Name	City Manager		**Department:** City Manager's Office		City Manager			

Short Title:

Budget Amendment #1 – FY 20

Staff Summary:

There are four requested amendments in this package which increase expenditures over the original adopted budget and in each case this is accompanied with increased revenue to cover the additional expenditure.

1. Police Crime Investigation Vehicle – Additional expenditure covered by a new $31,100 Department of Justice grant

2. Street Remilling – Additional remilling expense covered by an additional $901,000 release of People's Transportation Plan funds previously withheld by the County due to lack of completed audits.

3. Red Light Camera Service Expense – This is a bookkeeping amendment. Previously the company providing this service withheld their fees prior to forwarding the fine proceeds to the City and the City recorded the net revenue. This company is now forwarding gross proceeds and separately billing for their services. The City is now booking gross revenue and paying the company's fees separately. There is no impact on the bottom line.

4. Approval has been received for a Federal grant previously applied for in the amount of $214,788 to be used to reline gravity collection lines for Lift Station #7.

There is one amendment with increased revenue without a corresponding increase in expenditure.

1. All CRA revenue from Tax Incremental Financing (TIF) due for the year has been received, resulting in a $203,292 increase to the adopted budget. The CRA had been budgeted to use $281,347 of available fund balance to fund its plans. With this additional revenue, the use of available fund balance has been reduced to $78,055.

The remainder of the amendments reflect transferring expenditure funding from accounts now deemed to have greater budgets than necessary to those accounts now identified as requiring additional funding above what was originally budgeted. This information is summarized in the attachment and then details are provided on each requested amendment

Proposed Action:

Staff recommends that the City Commission approve the recommended amendments.

Attachment:

1. Summary of the recommended amendments
2. Detailed information on each recommended amendment

Governmental Funds									
	General Fund	CRA Fund	Safe Neighborhood Capital Fund	People's Transportation Plan Fund	Town Center Fund	Debt Service Fund	Insurance Service Fund	Information Technology Service Fund	Total Gov Funds
BUDGET									
Funding									
Revenue/Loans/Trans In	18,796,946	531,000	766,719	742,987	668,518	3,495,364	2,404,911	674,856	28,081,301
Fund Balance	-	281,347	536,631	-	-	-	-	-	817,978
Total Funding	18,796,946	812,347	1,303,350	742,987	668,518	3,495,364	2,404,911	674,856	28,899,279
Expenditure	18,796,946	812,347	1,303,350	742,987	668,518	3,495,364	2,404,911	674,856	28,899,279
Amendment									
Funding									
Revenue/Loans/Trans In	321,000	203,292	-	901,000	-	-	-	-	1,425,292
Fund Balance	-	(203,292)	-	-	-	-	-	-	(203,292)
Total Funding	321,000	-	-	901,000	-	-	-	-	1,222,000
Expenditure	321,000	-	-	901,000	-	-	-	-	1,222,000
Amended Budget									
Funding									
Revenue/Loans/Trans In	19,117,946	734,292	766,719	1,643,987	668,518	3,495,364	2,404,911	674,856	29,506,593
Fund Balance	-	78,055	536,631	-	-	-	-	-	614,686
Total Funding	19,117,946	812,347	1,303,350	1,643,987	668,518	3,495,364	2,404,911	674,856	30,121,279
Expenditure	19,117,946	812,347	1,303,350	1,643,987	668,518	3,495,364	2,404,911	674,856	30,121,279

Exhibit "A"

Enterprise Funds			
	Water Sewer Fund	Storm Water Fund	Total Ent Funds
BUDGET			
Funding			
Revenue/Loans/Trans In	16,790,624	1,112,936	17,903,560
Fund Balance	-	-	-
Total Funding	16,790,624	1,112,936	17,903,560
Expenditure	16,790,624	1,112,936	17,903,560
Amendment			
Funding			
Revenue/Loans/Trans In	214,788	-	214,788
Fund Balance	-	-	-
Total Funding	214,788	-	214,788
Expenditure	214,788	-	214,788
Amended Budget			
Funding			
Revenue/Loans/Trans In	17,005,412	1,112,936	18,118,348
Fund Balance	-	-	-
Total Funding	17,005,412	1,112,936	18,118,348
Expenditure	17,005,412	1,112,936	18,118,348

Exhibit "A"

General Fund

	Original Budget	Amendment #1	Revised Budget
Funding			
Revenue/Loans/Trans In	18,796,946	321,000	19,117,946
Fund Balance	-	-	-
Total Funding	18,796,946	321,000	19,117,946
Expenditure			
Commission	212,652	-	212,652
CM - Executive	852,354	(22,368)	829,986
CM - General Government	2,453,259	318,761	2,772,020
CM - Reserve	1,100,000	-	1,100,000
CM - Emergency	50,000	-	50,000
CM - Interfund	300,000	-	300,000
Clerk	430,147	18,507	448,654
Attorney	673,983	-	673,983
Finance	888,838	-	888,838
Human Resources	303,525	-	303,525
Planning & Community Dev	421,762	-	421,762
Building & Licenses	593,256	(72,612)	520,644
Parks & Recreation	999,512	-	999,512
Police	5,877,515	103,712	5,981,227
Code Enforcement	473,226	-	473,226
Public Works - Admin	299,179	-	299,179
Public Works - Bldg Maintenance	701,973	-	701,973
Public Works - Streets	1,304,762	-	1,304,762
Public Works - Trash	110,000	-	110,000
Public Works - Vehicle Maintenance	751,003	(25,000)	726,003
Total Expenditure	18,796,946	321,000	19,117,946

Exhibit "A"

FY 20 Budget Amendment #1

#			Requested Amendment	Budget	Adj	Revised	Comments
1	**City Manager - General Government**						
	Exp	19-519540	Publications & Subscriptions	3,000	2,861	5,861	Additional funds needed for increases in membership fees. $4,354 of membership fees incurred last year. Additional budget will cover increases plus other relevant memberships to be joined. Life & Health Insurance budget in City Manager - Executive over budgeted for staff requirements.
	Exp	12-512230	Life & Health Insurance	75,110	(2,861)	72,249	
2	**Town Center**						
	Exp	62-519340	Other Contracted Services	190,000	90,000	280,000	Request will fund the following: (1) Security services - $138,000, (2) Janitorial services - $61,500 , (3) Elevator maintenance - $12,000 and two one-time projects ($70,000) to replace a defective fire panel and upgrade an emergency generator, both of which are covered by quotes.) First three items are continued services from FY 19 but in aggregate will be $20,000 more expensive than budgeted.
	Exp	62-519921	Working Capital Reserve	110,000	(90,000)	20,000	
3	**City Manager - Executive**						
	Exp	12-512400	Travel	4,000	2,784	6,784	Additional travel related to the Financial Recovery effort. 70% of current travel budget has been utilized with additional trips to Tallahassee and other meetings anticipated. City Manager desk and chair extremely dilapidated and need to be brought up to minimally acceptable standards. Life & Health Insurance budget over budgeted for staff requirements.
	Exp	12-512642	Furniture	500	1,500	2,000	
	Exp	12-512230	Life & Health Insurance *	72,249	(4,284)	67,965	
	* Adopted budget reduced due to Item # 1 request						

EXhibit "A"

FY 20 Budget Amendment #1

#		Requested Amendment		Budget	Adj	Revised	Comments
4	**General Fund - Red light Camera Revenue & Expense**						
	Rev	00-354140	Red Light Camera Revenue	1,580,000	289,900	1,869,900	Vendor previously took fees out before forwarding proceeds to City. City booked net revenue. Vendor now is forwarding proceeds before taking out fees and billing for fees separately. City now booking gross revenue rather than net revenue with offsetting increased red light camera expense.
	Exp	19-512497	Red Light Camera Expense	435,600	289,900	725,500	
5	**People's Transportation Tax**						
	Rev	47-334951	County Trans System - Roads	594,390	901,000	1,495,390	The County's Citizens Independent Transportation Trust (CITT) department now has released $901,000 of prior year funds previously withheld due to lack of audits. Funds to be used to remill six miles of City roads as part of City's priority program to restore infrastructure. Cost is based on piggybacking a County contract for these services
	Exp	47-541340	Other Contracted Services	-	901,000	901,000	
6	**Public Works - Roads & Streets**						
	Exp	41-541340	Other Contracted Services	149,000	93,680	242,680	Transfer of funding from department reserves to remill NW 141 Street between 19th and 22nd Avenue in conjunction with City's priority to restore its infrastructure. Cost is based on a proposal from Arrow Asphalt & Engineering.
	Exp	41-581920	Roads & Streets Reserve	289,344	(93,680)	195,664	
7	**Public Works - Roads & Streets**						
	Exp	41-541640	Machinery & Equipment	70,750	53,163	123,913	City purchased a pothole patcher in FY 19 on an installment basis with the first payment ($4,833) due on November 1, 2019. This wasn't reflected in the budget.
	Exp	41-581920	Roads & Streets Reserve *	195,664	(53,163)	142,501	
	* Adopted budget reduced due to Item # 6 request						

EXhibit "A"

FY 20 Budget Amendment #1

#	Requested Amendment			Budget	Adj	Revised	Comments
8	**Public Works - Roads & Streets**						
	Exp	41-541640	Machinery & Equipment *	123,913	34,445	158,358	Transfer of funding from department reserves to acquire 50% interest in boom lift vehicle. Other 50% to PW - Building Maintenance. Vehicle required for elevated maintenance work in both departments. Cost is based on a quote.
	* Adopted budget increased due to Item # 7 request						
	Exp	41-581920	Roads & Streets Reserve *	142,501	(34,445)	108,056	
	* Adopted budget reduced due to Item # 6 and # 7 requests						
9	**Public Works - Building Maintenance**						
	Exp	39-541640	Machinery & Equipment	9,300	34,445	43,745	Transfer of funding from department reserves to acquire 50% interest in boom lift vehicle. Other 50% to PW - Roads & Streets. Vehicle required for elevated maintenance work in both departments. Cost is based on a quote.
	Exp	39-541943	Building Maint Reserve	301,430	(34,445)	266,985	
10	**City Clerk**						
	Exp	16-512120	Salary	133,434	4,280	137,714	Salary increase due to Assistant Deputy Clerk receiving an increase at end of FY 19 not reflected in budget. FICA & Retirement increased to reflect this plus correcting minor under budgeting in original budget. Life & Health Insurance Budget in City Manager's department over budgeted for current staff requirements
	Exp	16-5121210	FICA	16,060	327	16,387	
	Exp	16-512220	Retirement	30,741	362	31,103	
	Exp	12-512230	Life & Health Insurance *	67,965	(4,969)	62,996	
	* Adopted budget reduced due to Item # 1 and # 3 requests						
11	**City Clerk**						
	Exp	16-512312	Other Professional Services	20,000	5,538	25,538	Other Professional Services increased to reflect one-time Municode fees to recodify Code of Ordinances and Land Development Code. (This is one-half of quote of $31,075 with Community Development paying other half). The current budget will absorb most of this project cost. Cost is based on quote. Life & Health Insurance Budget in City Manager's department over budgeted for current staff requirements.
	Exp	12-512230	Life & Health Insurance *	62,996	(5,538)	57,458	
	* Adopted budget reduced due to Item # 1, # 3 and # 10 requests						

EXhibit "A"

FY 20 Budget Amendment #1

#	Requested Amendment			Budget	Adj	Revised	Comments
12	**City Clerk**						
	Exp	16-512490	Advertising - Legal	25,000	8,000	33,000	Advertising budget increased to reflect increased advertising rates. Life & Health Insurance Budget in City Manager's department over budgeted for current staff requirements. Legally required advertising was $39,330 in FY 19.
	Exp	12-512230	Life & Health Insurance *	57,458	(8,000)	49,458	
	* Adopted budget reduced due to Item # 1, # 3, # 10 and # 11 requests						
13	**Community Development**						
	Exp	37-515312	Other Professional Services	12,500	3,038	15,538	Other Professional Services increased to cover cost of Municode recodifying Land Development Code. Had budgeted $12,500, but required increase. Cost is based on a quote. Life & Health budget greater than plans department members signed up for, providing savings.
	Exp`	37-515230	Life & Health	41,061	(3,038)	38,023	
14	**Community Development**						
	Exp	37-515530	Advertising	-	5,000	5,000	Advertising for this department to be charged here rather than to City Clerk. Life & Health budget greater than plans department members signed up for, providing savings.
	Exp`	37-515230	Life & Health *	38,023	(5,000)	33,023	
	* Adopted budget reduced due to Item # 13 request						
15	**Safe Neighborhood**						
	Exp	44-541811	Ingraham Park (Lighting)	1,000	389,000	390,000	Lighting project to be funded by $179,335 grant and other sources of funding. Cost based on quote.
	Exp	44-541992	Working Capital Reserve	1,013,516	(389,000)	624,516	
16	**Code Enforcement**						
	Exp	23-521140	Overtime	-	929	929	Code Enforcement now requires a minimal amount of overtime due to revised strategy for conducting enforcement responsibilities.
	Exp	23-521120	FICA	18,744	71	18,815	
	Exp	23-521312	Other Professional Services	5,000	(1,000)	4,000	

EXhibit "A"

FY 20 Budget Amendment #1

#			Requested Amendment	Budget	Adj	Revised	Comments
17	**Crime Investigation Vehicle**						
	Rev	00-334750	DOJ Grant	-	31,100	31,100	Receipt of DOJ grant to acquire and outfit crime investigation vehicle. Cost based on quote
	Exp	20-521648	Vehicle	-	31,000	31,000	
18	**Patrol Vehicles**						
	Exp	22-521648	Auto Lease / Purchase	-	32,500	32,500	Lease of ten new patrol cars with Clothing & Uniform expense reduced to prior year levels. Cost based on a contract negotiated through Sourcewell (formerly NJPA).
	Exp	22-521521	Clothing & Uniform Expense	51,540	(32,500)	19,040	
19	**Patrol Staffing**						
	Exp	36-521130	Salaries - Part-Time	221,374	(55,420)	165,954	Transfer of salary and benefits from Police Admin to Police Patrol to staff up to authorized level. Patrol salary & benefits slightly under budgeted for authorized headcount.
	Exp	36-521210	FICA	30,223	(4,240)	25,983	
	Exp	36-521220	Retirement	33,463	(4,693)	28,770	
	Exp	36-521230	Health & Life	32,473	(6,000)	26,473	
	Exp	22-521120	Salaries - Regular	2,051,228	48,338	2,099,566	
	Exp	22-521210	FICA	156,919	3,698	160,617	
	Exp	22-521220	Retirement	522,653	12,317	534,970	
	Exp	22-521230	Health & Life	272,518	6,000	278,518	
20	**Retroactive Benefits City Payments**						
	Exp	30-521130	Salaries - Part-Time	167,981	(62,700)	105,281	Legal settlement in FY 19 with two police officers resulted in $219,172 of back pay. However, not paid through the payroll system and City's contributions for FICA, Medicare and FRS didn't occur. Retroactive payment of these fees. Building & Licenses part-time compensation budget higher than needed.
	Exp	30-524210	FICA	27,655	(4,800)	22,855	
	Exp	30-521220	Retirement	30,631	(5,112)	25,519	
	Exp	22-521210	FICA *	160,617	16,767	177,384	
	Exp	22-521220	Retirement *	534,970	55,845	590,815	
	* Adopted budget increased due to Item #19 request.						
21	**CRA Tax Increment Financing Revenue**						
	Rev	00-311110	City TIF Payment	354,000	147,826	501,826	Correct City contribution known as of 7-1-19. County contribution received 12-1-19. Difference reduces use of fund balance.
	Rev	00-311120	County TIF Payment	177,000	55,466	232,466	
	Rev	00-381910	Fund Balance Carry-over	281,347	(203,292)	78,055	

EXhibit "A"

FY 20 Budget Amendment #1

#			Requested Amendment	Budget	Adj	Revised	Comments
22	**CRA**						
	Exp	77-515341	State & County Fees	5,100	1,611	6,711	CRA administrative fees due to the State & County for prior years was overlooked. County is owed $6,203 for past and current year. State is owed $508 for past and current year. Cost based on bills
	Exp	77-515999	CRA Reserve	734,400	(1,611)	732,789	
23	**Building & Licenses**						
	Exp	30-524648	Vehicle Lease / Purchase	-	2,719	2,719	To correct unbudgeted existing vehicle lease for payments due this year. Vacancies during year provide funding. Cost based on bill.
	Exp	30-524120	Salaries - Regular	72,155	(2,719)	69,436	
24	**Stormwater**						
	Exp	43-538340	Other Contract Services	223,625	33,000	256,625	Transfer of funding from department reserve to deroot drainage system on Sharazad ($20,000) and repair damage to system at Alibaba ($13,000)
	Exp	43-538992	Working Capital Reserve	425,310	(33,000)	392,310	
25	**Information Technology**						
	Exp	85-512340	Other Contract Services	-	23,447	23,447	$23,447 of unbudgeted temporary personnel support has been incurred without a budget. Cost based on bills. Other categories of expense will offset.
	Exp	85-512528	Software Licensing	194,952	(13,447)	181,505	
	Exp	85-512646	Computer Equipment	101,400	(10,000)	91,400	

EXhibit "A"

FY 20 Budget Amendment #1

#	Requested Amendment			Budget	Adj	Revised	Comments
26	**General Government**						
	Exp	19-519997	Tax Payments	-	23,000	23,000	City previously sold a property but due to a deed recording issue the property has remained in the City's name. The City has received property tax due to the use the property has been put to by new owner. The City Attorney is resolving this issue, but has strongly recommended that the City pay these taxes in the interim, although all except late fees should eventually be recovered from the new owner. The Electric, Gas & Water account appears slightly over budgeted based on current bills, the fact that FPL has reduced their rates slightly and that FY 19 was $257,498. Cost based on County tax bills.
	Exp	19-519430	Electric, Gas & Water	290,000	(23,000)	267,000	
27	**General Government**						
	Exp	19-519312	Other Professional Services	20,000	25,000	45,000	It is recommended to hire a public relations and marketing consultant to better convey the City's recovery plans and plans for the future. The amount indicated is estimated to cover the last five months of the fiscal year. The amount budgeted for gasoline for City vehicles appears overbudget at $336,000. Last year was $254,055 and bills have been received for the first three month of this fiscal year average $20,000 pre month.
	Exp	49-541450	Gasoline, Oil	336,000	(25,000)	311,000	

EXhibit "A"

FY 20 Budget Amendment #1

#		Requested Amendment		Budget	Adj	Revised	Comments
28	**PW - Admin**						
	Exp	32-541541	Education Costs	-	220	220	Training for staff in regard to stormwater management
	Exp	32-541230	Health & Life	21,731	(220)	21,511	
29	**Parks & Recreation**						
	Exp	72-572462	Grounds Maintenance	-	70,750	70,750	Park equipment requires significant repairs as follows - (1) Tennis court requires resurfacing - $12,950 (2) Basektball courts require repair - $28,500 (3) Other tennis courts require repair - $29,300. Quotes for all three projects. Funding from reserve account required by State as part of budget approval process.
	Exp	72-581920	Parks & Recreation Reserve	339,894	(70,750)	269,144	
30	**Fire Hydrant Assessment**						
	Exp	19-519997	Tax Payments *	23,000	1,000	24,000	City has fire hydrant assessment. For the first time the City charged its own properties for this charge. The payment of this fee will end up in the revenue of the water-sewer fund after passing through the County Tax Collector
	* Adopted budget increased due to Item #26 request						
	Exp	12-512230	Health & Life*	49,458	(1,000)	48,458	
	* Adopted budget reduced due to Item # 1, # 3, # 10, # 11 and # 12 requests						
	Rev	440-343340	Fire Hydrant Assessment	1,000	1,000	2,000	
	Rev	440-343310	Water Service Revenue	5,327,094	(1,000)	5,326,094	
31	**CRA - Advertising**						
	Exp	77-515492	Advertising	-	2,500	2,500	CRA occasionally has issues which require public noticing. Advertising budget was originally requested but moved to the Reserve account as part of State budget review.
	Exp	77-515999	CRA Reserve*	732,789	(2,500)	730,289	
	* Adopted budget reduced due to Item # 22 request						
32	**Stromwater Canal Maintenance**						
	Exp	43-538340	Other Contracted Services	256,625	252,162	508,787	County to perform canal maintenance. City received signed contract on 3-2-20
	* Adopted budget increased due to Item # 24 request						
	Exp	43-538992		392,310	(252,162)	140,148	
	* Adopted budget reduced due to Item # 24 request						

EXhibit "A"

FY 20 Budget Amendment #1

#			Requested Amendment	Budget	Adj	Revised	Comments
33	**Sewer Line Rehabilitation**						
	Rev	440-331690	Federal Grants	-	214,788	214,788	Cost-justified Federal grant received to reline gravity collection lines into Lift Station #7
	Exp	35-5356304	Lift Station #7 Improvement	-	214,788	214,788	

EXhibit "A"

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE IV, DIVISION I, ENTITLED "PURCHASING" OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES, SPECIFICALLY AMENDING SECTION 2-315 TO DELETE THE DEFINITION OF COMMODITY; TRANSFER CERTAIN LANGUAGE PERTAINING TO EXCLUSIONS FOR CONTRACTUAL SERVICE TO SECTION 2-318 OF THE CITY'S CODE OF ORDINANCES; PROVIDING FOR A DEFINITION OF "SUPPLIES" AND REPLACING THE WORD "COMMODITIES" WITH THE WORD "SUPPLIES" IN SECTION 2-315; PROVIDING FOR A DEFINITION OF REQUEST FOR LETTERS OF INTEREST (RLI); PROVIDING FOR A DEFINITION FOR REQUEST OR QUALIFICATIONS; AMENDING SECTION 2-316 TO CLARIFY THE AUTHORITY OF THE CITY MANAGER RELATING TO PURCHASES OF SUPPLIES AND CONTRACTUAL SERVICES; AMENDING, REPLACING AND RENUMBERING SECTIONS 2-317, 2-318, 2-319, 2-320 AND 2-323 OF THE CITY'S CODE OF ORDINANCES; RENUMBERING ALL OTHER SECTIONS AS APPROPRIATE; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN CODE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Opa-locka ("City") desires to amend Article IV of its Code of Ordinances in order to improve the effectiveness of City purchases and clarify authority for the City Manager; and

WHEREAS, certain provisions of the City's Code have been determined by the City Commission to be outdated or in need of clarification; and

WHEREAS, the City Commission has determined that the following amendments the Purchasing Code are in the best interest of the City of Opa-locka.

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA:

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. The City Commission of the City of Opa-locka, Florida hereby amends Article IV of its Purchasing Code as set forth herein:

DIVISION 1. - GENERALLY

Sec. 2-314. - Legislative intent.

The city commission recognizes that fair and open competition is a basic tenet of public procurement; that such competition reduces the appearance and opportunity for favoritism and inspires public confidence that contracts are awarded equitably and economically; and that documentation of the acts taken and effective monitoring mechanisms are important means of curbing any improprieties and establishing public confidence in the process of which contractual services are procured. It is essential to the effective and ethical procurement of contractual services that there be a system of uniform procedures to be utilized by city agencies in managing and procuring contractual services; that detailed justification of department or division decisions in the procurement of contractual services be maintained; and that adherence by the department or division and the consultant to specific ethical considerations be required.

To assure efficient and economical purchasing practices, the city manager shall prepare and submit proposed rules and regulations as necessary for city purchases to the city commission for their consideration. Such rules shall have the force and effect of law when adopted by a majority of the city commission by separate resolution. Amendments thereto may be made in the same manner.

The rules and regulations shall cover administrative procedures and policies to govern the various phases of the city's purchasing practices.

Sec. 2-315. - Definitions.

The following definitions shall apply to this division:

(1) *Agency* means any of the various city officers, departments, divisions, bureaus, and any other unit of organization, however designated, of the city government.

(2) *Artist* means an individual or group of individuals who profess and practice a demonstrated creative talent and skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio, or tape and sound recording or in any other related field.

~~(3) Commodity means any of the various supplies, materials, goods, merchandise, printing, equipment, and other personal property purchased, leased, or otherwise contracted for by the city and its agencies. However, commodities purchased for resale are excluded from this definition.~~

(3) ~~a.~~ *Contractual service* means the rendering by a contractor of its time and effort rather than the furnishing of specific supplies. The term applies only to those services rendered by individuals and firms who are independent contractors, and such services may include, but are not limited to, evaluations; consultations; maintenance; accounting; security; management systems; management consulting; educational training programs; research and development studies or reports on the findings of consultants engaged thereunder; and professional, technical, and social services.

~~b. "Contractual service" does not include:~~

~~1. Artistic services.~~

~~2. Academic program reviews or lectures by individuals.~~

~~3. Auditing services.~~

~~4. Legal services including paralegals, expert witnesses including appraisal services, and court reporters.~~

~~c. The acquisition of services from other governmental agencies and the performance of services in house, other than those performed by an employee in an authorized position, wherein the rate of pay for the performances of such services does not exceed the rate of pay for an equivalent authorized position shall not be subject to the provisions of this division.~~

(~~54~~) (a) *Extension* means an increase in the time allowed for the contract period due to circumstances which, without fault of either party, make performance impracticable or impossible, or which prevent a new contract from being executed, with a proportional increase in the total dollar amount, which increase is to be based on the method of rate previously established in the contract.

(~~65~~) *Invitation to bid* (ITB) means a written solicitation for sealed competitive bids with the title, date, and hour of the public bid opening designated and specifically defining the ~~commodity~~ supplies, group of ~~commodities~~ supplies, or services for which bids are sought. It includes instructions prescribing all conditions for bidding and shall be distributed to all prospective bidders simultaneously. The invitation to bid is used when the agency is capable of specifically defining the scope of work for which a contractual service is required or when the agency is capable of establishing precise specifications defining the actual ~~commodity~~ supplies or group of ~~commodities~~ supplies required.

(7~~6~~) *Qualified bidder or qualified offeror* means a person who has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which will assure good faith performance.

(7) *Renewal* means contracting with the same contractor for an additional contract period after the initial contract period, only if pursuant to contract terms specifically providing for such renewal.

(8) *Request for letter of interest* (RFLI) means a formal invitation from the city to submit an offer. It identifies in general terms the work required and directs respondents to provide a letter regarding their interest in working with City on a project. Respondents provide a statement of experience and qualifications of key personnel. Costs are not part of the response. Responses are evaluated by an evaluation committee. If there are a large number of respondents, a short list of three to five most qualified respondents are identified. Interviews are conducted by the evaluation committee and are ranked. This ranking is presented to the city commission with a request for the city manager to be authorized to negotiate and execute a contract which then is then brought back to the city commission for final approval.

(9) *Request for proposals* (RFP) means a written solicitation for sealed proposals with the title, date, and hour of the public opening designated. The request for proposals is used when the agency is incapable of specifically defining the scope of work for which the ~~commodity~~ supplies, group of ~~commodities~~ supplies, or contractual service is required and when the agency is requesting that a qualified offeror propose a ~~commodity~~ supplies, group of ~~commodities~~ supplies, or contractual service to meet the specifications of the solicitation document. A request for proposals includes, but is not limited to, general information, applicable laws and rules, functional or general specifications, statement of work, proposal instructions and evaluation criteria. Requests for proposals shall state the relative importance of price and any other evaluation criteria.

(10) *Request for qualifications* (RFQ) is a formal invitation to vendors to submit a statement of qualifications. This differs from a RFP in that it places greater emphasis on the qualification of the bidder and his/her track record rather than how well the bidder responds to detailed project specifications and requirements. The RFQ identifies the desired minimum qualifications of the firm, a scope of work statement, any project requirements and states the relative importance of selection criteria that will used in compiling the short list of prospective bidders for further consideration. Responses are evaluated by an evaluation committee. If there are a large number of bidders, a short list of three to five most qualified bidders are identified. Interviews are conducted by the evaluation committee and are ranked. This ranking is presented to the city commission with a request for the city manager to be authorized to negotiate

and execute a contract which then is then brought back to the city commission for final approval.

(11) *Responsive bidder or responsive offeror* means a person or firm who has submitted a bid which conforms in all material respects to the invitation to bid or request for proposals.

(12) *Supplies:* All personal property, including but not limited to, supplies, goods, equipment, material, and printed goods, purchased, leased, or otherwise contracted for by the city.

Sec. 2-316. - Administrative policies; powers, duties and functions of city manager.

The city manager shall develop such administrative policies as necessary for the city purchases to assure efficient and economical purchasing practices. He/She shall have the following powers, duties and functions:

(1) (a) To canvass all sources of ~~supply~~ supplies, establish and maintain a vendor list, and contract for the purchase, lease, or acquisition in any manner, including purchase by installment sales or lease-purchase contracts which may provide for the payment of interest on unpaid portions of the purchase price, of all ~~commodities~~ supplies required by the city government or any of its agencies under competitive bidding or by contractual negotiation. Any contract providing for deferred payments and the payment of interest shall be subject to specific rules adopted by the city manager.

(b) The city manager may remove from the vendor list any source of supplies or services which fails more than once to fulfill any of its duties specified in a contract with the city. He/She may reinstate any such source of supplies or services when he/she is satisfied that further instances of default will not occur.

(2) To plan and coordinate purchases in volume and to negotiate and execute purchasing agreements and contracts under which the city manager shall require city agencies to purchase budgeted supplies.

~~(a) Provided, however, that city agencies may, pursuant to Section 287.042(2) Florida Statutes, purchase from a state purchasing agreement or contract and such purchases shall be exempt from the competitive bid requirements applying to their purchases.~~

~~(b) Provided, however, that city agencies may, pursuant to Section 2-10.1 Metropolitan Dade County Code, purchase from a county purchasing agreement or contract and such purchases shall be exempt from the competitive bid requirements applying to their purchases.~~

(3) To establish a system of coordinated, uniform procurement policies, procedures, and practices to be used by agencies in acquiring contractual services which shall include, but are not limited to:

(a) Development of a list of interested vendors to be maintained by classes of contractual services. This list shall not be used to prequalify vendors or to exclude any interested vendor from bidding. All vendors listed in a particular class shall be mailed, by the agency, at the address provided to the city by the vendor, a notice of the ~~invitation for bid or request for proposals~~ ITB, RFP, RFQ or RFLI at least twenty-eight (28) days prior to the date set for submittal of bids or proposals. ~~Notice of invitation to bid shall be mailed at least ten (10) days prior to the date set for submittal of bids.~~

(b) Development of procedures for the releasing of a ~~invitation for bid and request for proposals~~ ITB, RFP, RFQ or RFLI which shall include, but not be limited to, notice in a local newspaper of general circulation twenty-eight (28) days prior to the date set for submittal of bids or proposals.

(c) Development of procedures for the receipt of responses; ~~and~~.

(d) Development of procedures to be used by an agency in deciding to contract, including, but not limited to, identifying and assessing in writing project needs and requirements, availability of agency employees, budgetary constraints or availability, facility equipment availability, current and projected agency work load capabilities, and the ability of any other city agency to perform the services.

(e) Development of procedures to be used by an agency in maintaining a contract file for each contract which shall include, but not be limited to, all pertinent information relating to the contract during the preparatory stages, a copy of the ITB, RFP, RFQ or RFLI, documentation relating to the bid process, opening of bids, evaluation and tabulation of bids, and determination and notice of award of contract.

(4) To prescribe the methods of securing bids or negotiating and awarding supplies contracts, unless otherwise provided by law.

(5) To prescribe specific supplies and quantities to be purchased locally.

(6) To govern the purchase by any agency of any supplies; to establish standards and specifications for any supplies; and to set the maximum fair prices that shall be paid for any supplies.

(7) To establish definitions and classes of contractual services. The authority of the city manager under this section shall not be construed to impair or interfere with the determination by city commission of their need for, or their use of, services including particular specifications.

~~(8) Negotiations and informal bids for purchases not to exceed twenty-five thousand dollars ($25,000.00). To purchase supplies, equipment or services in the amounts not exceeding twenty-five thousand dollars ($25,000.00), by negotiations and informal bids.~~

(~~9~~8) Except as otherwise provided herein, to adopt rules necessary to carry out the purposes of this section, including the authority to delegate to any city agency any and all the responsibility for supervision thereof. Such purchasing of ~~commodities~~ supplies and procurement of contractual services by city agencies shall be in strict accordance with the rules and procedures prescribed by the city manager and this law.

~~(10) To use competitive bids of other public entities within the State of Florida, including, but not limited to, Federal GSA, Florida Sheriffs' Association, Dade County Cooperative Purchasing Group, and any other governmental entity within the State of Florida, for purchasing purposes for the city when it is determined to be in the best interest of the city either in the savings of time for delivery of essential materials or a reduction in the dollar amount spent by the city for such purposes~~

(9) Award contracts for the purchase of supplies and contractual services as provided below:

a. Any contract for supplies and contractual services not exceeding one thousand dollars ($1,000.00) may be made in accordance with the small purchase procedures. Supplies purchases shall not be artificially divided so as to constitute a purchase under this section.

b. Purchases of supplies and contractual services when the estimated value is between one thousand dollars and one cent ($1,000.01) and two thousand, five hundred dollars ($2,500.00) may be made upon receipt of two (2) documented telephone quotes. Purchase shall be made from the most responsive and responsible quoter.

c. Purchases of supplies and contractual services when the estimated value is between two thousand, five hundred dollars and one cent ($2,500.01) and seven thousand, five hundred dollars ($7,500.00) may be made upon receipt of not less than three (3) documented telephone quotes. In order to determine a fair and reasonable price, additional quotes may be solicited. Purchase shall be made from the most responsive and responsible quoter.

d. Purchases of supplies and contractual services when the estimated value is between seven thousand, five hundred dollars and one cent ($7,500.01) and

twenty-five thousand dollars ($25,000.00) may be made upon receipt of not less than three (3) written quotes. In order to determine a fair and reasonable price, additional quotes may be solicited. Purchase shall be made from the most responsive and responsible quoter.

e. Purchases of supplies and contractual services when the estimated value is greater than twenty-five thousand dollars ($25,000.00) will be acquired through formal bidding procedures unless exempted as defined in Section 2-318. All purchases of supplies and contractual services must be approved the city commission before the purchase is made.

(10) Renew contracts below twenty-five thousand dollars ($25,000.00) for supplies and contractual services provided that the following criteria are all satisfied.

a. The terms and conditions of the original contract expressly provide for the city's right to renew the contract at the same prices as originally awarded by the city commission or within price adjustment clause parameters as defined in the solicitation documents or agreement.

b. A market survey and/or contract quality review has been conducted to determine if renewal of the contract is in the best interest of the city. For supplies and contractual services originally procured through the request for proposals or letter of interest processes, a market survey shall be performed only if it is determined that, due to a significant change in the industry or profession providing the services, an evaluation of current market conditions would be effective.

c. An evaluation of the performance of the contractor under the preceding contract term has determined, in writing, that such performance meets established criteria regarding service, responsiveness and quality levels.

(11) Delegate purchasing authority to procure supplies and contractual services relating to the maintenance and repair of city equipment in an amount not to exceed one thousand dollars ($1,000.00) to city staff in accordance with established purchasing procedures. In the case of an emergency situation declared by either the federal government, state government, or city commission, delegated purchasing authority may be increased to an amount not to exceed seven thousand five hundred dollars ($7,500.00).

(12) Sell, trade or otherwise dispose of surplus and obsolete property belonging to the city either by sale, barter or exchange, by sealed bid, public auction, cannibalization, trade in, or other means of disposal as may be appropriate and

in the best interests of the city. Disposal of surplus or obsolete property for sums in excess of twenty thousand dollars ($20,000.00) per item, shall be made only after approval by the city commission.

(13) The city manager shall have no authority to purchase, lease or sell real property without prior city commission authorization and approval.

Sec. 2-317 Formal competitive procurement required.

All initial awards of contract for supplies and contractual services when the estimated total cost thereof shall exceed twenty-five thousand dollars ($25,000.00) shall be awarded by the city commission through the process of competitive sealed bidding, competitive request for proposals and qualifications, or request for Letters of Interest, except as otherwise provided herein.

Sec. 2-318. Exceptions to competitive procurement requirement.

The following are exempt from the requirements of formal competitive procurement:

(1) Sole source procurement.

a. All specifications shall be drafted so as to promote overall economy for the purposes intended, to encourage competition in satisfying the city's need and shall not be unduly restrictive. Brand name specifications are restrictive of competition and shall only be used as specifically provided in this article.

b. A contract may be awarded without competition when the city manager makes a written determination, after conducting a good faith review of available sources, that there is only one (1) source for the required supplies or contractual service. The city manager shall conduct negotiations as appropriate to price, delivery and terms. A record of sole source procurement shall be maintained as a public record and shall list each contractors name, amount and type of each contract, and the identification number of each contract file.

c. All sole source procurements, where the cost of the supplies or contractual services exceeds twenty-five thousand dollars ($25,000.00), shall be authorized by the city commission.

(2) Emergency procurements. The city manager may make emergency procurements of supplies or contractual services where the cost exceeds twenty-five thousand dollars ($25,000.00) when there exists a clear and present threat to public health, property, welfare, safety or other substantial loss to the city, provided, however, that such emergency procurements shall be made

with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of the emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the supplies or contractual service procured under this contract, and the number of the purchase order, if any. The city commission must be notified, after the fact, of such procurements in excess of twenty-five thousand dollars ($25,000.00) at the next scheduled commission meeting. In any event any increase over the original amount of an emergency procurement reported to the city commission exceeding ten (10) percent must be reported to the city commission to be noted for the record.

(3) Purchases and acquisitions under contracts of the federal government, the State of Florida or its political subdivisions and also municipal co-operative purchasing organizations and programs. Purchases of supplies or contractual services under the provisions of local, state, and federal purchasing contracts as well as municipal co-operative purchasing organizations and programs shall be exempt from the competitive procurement requirements, provided that the following criteria are all satisfied:

a. The terms and conditions of the original contract by federal, state, local government or municipal co-operative purchasing organization or program are satisfactory to the city and such terms and conditions are extended to other governmental bodies.

b. The original contract by the federal, state, local government or municipal co-operative purchasing organization or program for supplies purchases or procurement of contractual services is current and in effect at the time of the proposed purchase of supplies or services by the city.

c. The city manager has determined that the prices of the original contract are competitive and reasonable.

d. The city commission must authorize such procurement when the cost of the supplies or contractual services exceeds twenty-five thousand dollars ($25,000.00).

(4) Exempt contractual services not subject to the competitive procurement requirement are defined as:

a. Services involving special skill, ability, training, or expertise, which in their nature are unique, original or creative.

b. Legal services including paralegals, expert witnesses, appraisal services, investigative services and court reporters.

c. Actuarial services.

d. Auditing services.

e. Academic program reviews or lectures or seminars by individuals.

f. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.

g. Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting, and sculpture, photography, culinary arts, fashion design and the like provided however, that contracts for artistic instructors, coaches, teachers, aides, and assistants are deemed contractual services subject to the requirements of competitive procurement.

h. Performing artists and entertainers hired to provide entertainment for the benefit of the citizens of Oakland Park and the general public at any city facility.

i. Maintenance service of equipment. When considered to be in the best interest of the city and recommended by the using department and the services to be performed are by the equipment manufacturer, manufacturer's service representative, a distributor of the manufacturer's equipment or when at least three (3) responsible services have been evaluated, the services may be procured without bid.

j. Advertising.

k. Utilities including but not limited to electric, water and telephone.

l. Goods and services provided by other government entities or not-for-profit-organizations.

m. Copyrighted materials (books, videotapes, etc.) except computer software.

n. Food, clothing and other promotional items purchased for resale or distribution to the public.

o. The foregoing enumeration of services deemed to be exempt from the competitive procurement requirements is not intended to be an exhaustive or exclusive list. The city manager or his designee may determine if a

contractual service must be procured through the competitive procurement process, if not expressly indicated above.

Sec. 2-319 Contracts for professional services.

All contracts for professional services as that term is defined in the Consultants Competitive Negotiations Act, Florida Statutes 287.055 (1991), as amended from time to time, shall be awarded in accordance with the procedures set forth in that Act and any city purchasing procedures adopted in furtherance of that Act.

Selection and negotiation committees shall be created to evaluate the qualifications and performance capabilities of offerors responding to the solicitation for professional services, and to competitively negotiate contracts therefore, in accordance with the requirements of the Consultants Competitive Negotiations Act. The city manager shall have the authority to appoint the members of the selection and negotiation committees for each procurement of professional services made pursuant to the Consultants Competitive Negotiations Act.

~~Sec. 2-317. - Purchase of insurance.~~

~~Insurance, while not a commodity, nevertheless shall be purchased by following the procedures as set forth herein for the purchase of commodities or as may be mandated by Florida law.~~

~~(Ord. No. 90-7, §§ 1, 2, 7-25-90)~~

~~Sec. 2-318. - Contracts for acquisition or purchase of commodities.~~

~~Commodities shall not be acquired by any agency pursuant to any contract for services or incidental to the services performed thereunder. Any contract providing for the acquisition of both services and commodities shall be deemed to be a contract for the acquisition or purchase of commodities, except that service contracts may provide for purchase of reports on the findings of consultants engaged thereunder.~~

~~(Ord. No. 90-7, §§ 1, 2, 7-25-90)~~

~~Sec. 2-319. - Competitive bids; when required, exception; deferred payment purchases.~~

~~(a) No purchase of commodities may be made when the purchase price thereof is in excess of five thousand dollars ($5,000.00) unless made upon competitive bids received except:~~

~~(1) If the city manager shall maintain that an emergency exists in regard to the purchase of any commodity, so that the delay incident to giving opportunity for~~

~~competitive bidding would be detrimental to the interests of the city, then the city manager shall file with the city commission a statement under oath certifying the conditions and circumstances. In the case of the emergency purchase of insurance, the period of coverage of such insurance shall not exceed a period of thirty (30) days; and all such emergency purchases shall be reported to the city commission.~~

~~(2) Purchasing agreements, contracts, and maximum price regulations executed by the city commission are excepted from competitive bid requirements.~~

~~(3) Commodities available only from a single source may be excepted from the bid requirements upon the filing by the city manager of a certification of conditions and circumstances with the city commission, if subsequent thereto, the city commission authorizes the exception by majority vote of the commission.~~

~~(4) When it is in the best interest of the city, the city manager or his designated representative is authorized to purchase insurance by negotiation, but this shall be done only under conditions most favorable to the public interest and upon showing that said purchase shall result in the lowest ultimate cost to the city.~~

~~(5) When the city manager determines in writing that the solicitation for competitive bids is not practicable or not advantageous to the city, commodities may be procured by requests for proposals. For commodities in excess of seventy-five thousand dollars ($75,000.00), the determination shall be submitted to the city commission. To assure full understanding of and responsiveness to the requirements set forth in the request for proposals, discussions may be conducted with qualified offerors. The city commission shall assist in the discussion upon request from the city manager. Qualified offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals prior to the submittal date specified in the request for proposals. The award shall be made to the responsive offeror whose proposal is determined to be the most advantageous to the city, taking into consideration price and the other evaluation criteria set forth in the request for proposals. The basis on which the award is made for commodities in excess of seventy five thousand dollars ($75,000.00) shall be submitted in writing to the city commission.~~

~~(b) If no competitive bids or proposals for commodity purchases are received, the city manager or his designated representative may negotiate on the best terms and conditions.~~

~~(c) Upon issuance of any invitation to bid or request for proposals, the city manager shall forward to the city commission one (1) copy of each invitation to bid or request for proposals for all commodity purchases in excess of five thousand dollars ($5,000.00). The city manager shall also furnish a copy of all competitive bids or~~

proposal tabulations. The city commission shall review the bid tabulations and recommendations from the city manager and shall accept or reject any or all bids.

Sec. 2-320. - Procurement of contractual services.

(a) For the purposes of this section, the term "city contractual service term contract" means a term contract whereby a responsive bidder or offeror agrees to furnish a contractual service during a prescribed period of time or by a specific date. The specified period of time or date completes such contract. This section is intended to establish procedures for direct negotiations and contracting for those municipal services outlined pursuant to Chapter 180, Florida State Statutes.

(b) Unless otherwise authorized by law, all contracts for contractual services shall be awarded by competitive sealed bidding. An invitation to bid shall be issued which shall include a detailed description of the services sought, the date for submittal of bids, and all contractual terms and conditions applicable to the procurement of contractual services, including the criteria which shall include, but need not be limited to, price, to be used in determining acceptability of the bid. If the agency contemplates renewal of the contract, it shall be so stated in the invitation to bid. The bid shall include the price for each year for which the contract may be renewed. Evaluation of bids shall include consideration of the total cost for each year as quoted by the bidder. No criteria may be used in determining acceptability of the bid that was not set forth in the invitation to bid. The contract shall be awarded with reasonable promptness by written notice to the qualified and responsive bidder who submits the lowest and best bid. This bid must be determined in writing to meet the requirements and criteria set forth in the invitation to bid.

(c) When an agency determines in writing that the use of competitive sealed bidding is not practicable, contractual services shall be procured by competitive sealed proposals. A request for proposals which includes a statement of the services sought and all contractual terms and conditions applicable to the procurement of contractual services, including the criteria, which shall include, but need not be limited to, price, to be used in determining acceptability of the proposal shall be issued. If the agency contemplates renewal of the contract, it shall be so stated in the request for proposals. The proposals shall include the price for each year for which the contract may be renewed. Evaluation of proposals shall include consideration of the total cost for each year as quoted by the proposer. To assure full understanding of, and responsiveness to the solicitation requirements, discussions may be conducted with qualified offerors. The offerors shall be accorded fair and equal treatment prior to the submittal date specified in the request for proposals with respect to any opportunity for discussion and revision of proposals. The award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the city, taking into consideration the price and the other criteria set forth in the request for proposals. The contract file shall contain the basis on which the award was made.

(d) When the price of contractual services is less than three thousand five hundred dollars ($3,500.00), an agency shall not be required to use the competitive procedures set forth in subsections (b) and (c). However, the agency shall not divide the procurement of contractual services so as to avoid the requirements of subsections (b) and (c).

(e) A contract for contractual services may be awarded without competition if it is determined in writing that such services are available from only one (1) source; however, if such contract is for an amount greater than five thousand dollars ($5,000.00), the agency shall secure prior approval from the city commission.

(f) A contract for contractual services may be awarded without competition if county, state or federal law prescribes with whom the agency must contract or if the rate of payment is established during the appropriations process.

(g) If only one (1) response to an invitation to bid or request for proposals is received, the agency may proceed with the procurement of the contractual services pursuant to subsection (e).

(h) If no response to an invitation to bid or request for proposals is received, the agency may proceed with the procurement of contractual services pursuant to subsection (e).

(i) If the city manager determines in writing that an immediate danger to the public health, safety, welfare, or other substantial loss to the city, requires emergency action, the agency may proceed with the procurement of the contractual services necessitated by the immediate danger without competition. However, such emergency procurements shall be made with such competition as is practicable under the circumstances. The agency shall furnish copies of the written determination, certified under oath, and any other documents relating to the emergency action to the city commission.

(j) Extension of a contract for contractual services shall be in writing for a period not to exceed six (6) months and shall be subject to the same terms and conditions set forth in the initial contract. The extension may, however, provide for an increase in the total dollar amount of the contract based on the method and rate established in the initial contract. There shall be only one (1) extension of a contract unless the failure to meet the criteria set forth in the contract for completion of the contract is due to events beyond the contractor's control.

(k) Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract. The cost of any contemplated renewals shall be included in the invitation to bid or request for proposals. Renewals are to be done on a yearly basis, and contracts shall not be renewed for more than two (2) years unless competitively procured. Renewals shall be contingent upon satisfactory performance evaluations by the city manager.

(l) For each contractual services contract, the agency shall designate an employee to function as contract manager who shall be responsible for enforcing performance of the contract terms and conditions, serve as a liaison with the contractor, and shall approve all invoices prior to payment.

(m) Each agency shall designate one (1) employee who, in addition to his existing duties, shall serve as a contract administrator responsible for maintaining a contract file and financial information on all contractual services contracts and who shall serve as a liaison with the contract managers and the city commissioners.

(n) A selection team of at least three (3) employees who have experience and knowledge in the program areas and service requirements for which contractual services are sought shall be appointed by the city manager to aid in the selection of contractors for contracts of more than seventy-five thousand dollars ($75,000.00).

(o) No person who receives a contract which has not been procured pursuant to subsection (b) or subsection (c) to perform a feasibility study of the potential implementation of a subsequent contract, participating in the drafting of an invitation for bids or request for proposals, or developing a program for future implementation, shall be eligible to contract with the agency for any other contracts dealing with that specific subject matter; nor shall any firm in which such person has any interest be eligible to receive such contract.

(p) Each agency shall establish a review and approval process for all contractual services contracts costing more than five thousand dollars ($5,000.00) which shall include, but not be limited to, program, financial, and legal review and approval. Such reviews and approvals shall be obtained before the contract is executed.

(q) Nothing in this section shall affect the validity or effect of any contract in existence on the date of passing of this ordinance.

Sec. 3-320.1. - Acquisition of professional architectural, engineering, landscape architectural, or land surveying services; adoption of state law.

There is hereby adopted by reference to the same extent as if printed herein, the provisions of Florida Statutes, Section 287.055, as amended from time to time, known as the "Consultants' Competitive Negotiations Act."

Sec. 2-320. - Cone of silence.

(a) *Purpose.* A cone of silence shall be applicable to all city staff, the mayor and city commission and its staff, the city attorney and his/her staff, the city clerk and his/her staff regarding any communication relating to requests for proposal (RFP), requests for qualification (RFQ), invitations to bid (ITB), request for letters of interest (RFLI), or any other advertised solicitations for the provision of goods and services, professional services, and public works or improvements for amounts greater than $25,000.00, unless otherwise exempted in this section.

(b) *Definition.* The term "cone of silence" means a prohibition on:

(1) Any communication regarding a particular RFP, RFQ, ITB, RFLI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the city's staff including, but not limited to the city manager and his/her staff;

(2) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and any member of the selection/evaluation committee therefore;

(3) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist, or consultant and the mayor and city commission and their respective staff, the city attorney and his/her respective staff, the city manager and his/her respective staff.

(c) *Exemptions.* Notwithstanding the foregoing, the cone of silence shall not apply to:

(1) Communications between a potential proposer, offeror, respondent, bidder, consultant and city purchasing staff, prior to bid opening date or receipt of proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

(2) Duly noticed pre-bid/proposal conferences and site inspections;

(3) Duly noticed site visits to determine the competency of bidders/proposers regarding a particular solicitation during the time period between the opening of bids/receipt of proposals and the time the city manager presents his/her written recommendation to city commission;

(4) Emergency procurements;

(5) Communications with the city attorney;

(6) Sole source procurements;

(7) Those purchases that are exempted from competitive requirements in accordance with section 2-319 and section 2-320;

(8) Bid waivers;

(9) Oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees;

(10) Public presentations made to the city commission and communications occurring during any duly noticed public meeting;

(11) Communications in connection with the collection of industry comments or the performance of market research regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation by the purchasing staff;

(12) Contract negotiations that occur after an award; and

(13) Any communication regarding a particular RFP, RFQ, RFLI, ITB or any other advertised solicitation between the city manager and his/her staff, and the mayor and city commission and their staff.

(d) *Procedure.*

(1) *Imposition.* A cone of silence shall be imposed upon each RFP, RFQ, RFLI, ITB or any other advertised solicitation when the solicitation is advertised in a newspaper of general circulation. At the time of imposition of the cone of silence, the city manager or his/her designee shall issue a notice thereof to the affected department, the city clerk, the city attorney, mayor and city commission and shall include in any advertised solicitation a statement disclosing that the solicitation is subject to the cone of silence.

(2) *Termination; city council awarding authority.* Except as otherwise provided herein, the cone of silence shall terminate at the date and time of the city commission meeting where the award will be made; provided, however, that if the city commission defers the matter to a future date, the cone of silence shall be reimposed until such time as the matter is brought back before the city council for further deliberation. In the event the city council decides to reject all bids, then the cone of silence shall be lifted.

(3) *City manager awarding authority.* Except as otherwise provided herein, the cone of silence shall terminate at the time the issuing department issues a written recommendation to the city manager; provided, however, that if the city manager refers the recommendation back for further review, the cone of silence shall be reinstated until such time as the city manager issues a recommendation for award pending the bid protest period.

(e) *Penalties.* Violation of the cone of silence by a particular bidder or proposer shall render the award to said bidder or proposer voidable by the city commission. A violation of this section by a particular bidder, proposer, offeror, respondent, lobbyist or consultant shall subject said bidder, proposer, offeror, respondent, lobbyist or consultant to five hundred dollars ($500.00) fine per violation and debarment.

Sec. 2-321. - Contract document.

(a) Every procurement of contractual services shall be evidenced by a written agreement embodying all provisions and conditions of the procurement of such services, which provisions and conditions shall include but not be limited to:

(1) A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

(2) A provision that bills for any travel expenses shall be submitted in accordance with Section 112.061 of the Florida Statutes. A city agency may establish rates lower than the maximum provided in Section 112.061, Florida Statutes.

(3) A provision allowing unilateral cancellation by the agency for refusal by the contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Florida State Statutes, Chapter 119 and made or received by the contractor in conjunction with the contract.

(4) A provision dividing the contract into units of deliverables, which shall include, but not be limited to, reports, findings, and drafts, that must be received and accepted in writing by the contract manager prior to payment.

(5) A provision specifying the criteria and the final date by which such criteria must be met for completion of the contract.

(6) Where applicable, a provision specifying that the contract may be renewed on a yearly basis for a maximum of two (2) years after the initial contract specifying, the terms under which the cost may change as determined in the invitation to bid or request for proposals; and specifying that renewals shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of fund.

(b) The written agreement shall be signed by the city manager and the contractor prior to the rendering of any contractual service, except in the case of a valid emergency as certified by the city manager.

Sec. 2-322. - Sale of city property worth two hundred fifty dollars or less.

The city manager shall be authorized to sell any city property certified by him/her to be obsolete and unusable without securing competitive bid if it appears that the obsolete and unusable property shall be of less value than two hundred fifty dollars ($250.00).

Sec. 2-322.1. - Execution of contracts by city manager.

The city manager shall execute and sign all contracts awarded by the governing body and authorized pursuant to law. The signature of the city manager shall be attested by the city clerk. In the absence of the city manager, the assistant city manager may execute and sign all contracts which shall be attested by the city clerk.

~~Sec. 2-323. - Waiver for competitive bids for water or sewer repairs and solid waste or sanitation department repairs.~~

~~(a) *Conditions.* The city manager shall be authorized to expend from funds budgeted and authorized for said purpose all necessary monies for materials, labor, supplies, equipment or contractual services, including professional services, not to exceed the amount of six thousand dollars ($6,000.00) without sealed competitive bids in the event any part of the city water or sewer system becomes damaged, requires immediate repair, or requires correction, expansion, supplementation, additional parts, equipment or appurtenances related thereto, provided:~~

~~(1) That such expenditures are necessary and proper in order to meet the requirements of federal, state and county laws, ordinances or regulations prohibiting pollution, nuisance or interference with the health, safety or welfare of the citizens of the city. Dade County or the State of Florida.~~

~~(2) That upon authorizing the expenditures authorized herein, the city manager shall at the next regularly scheduled commission meeting, submit to the city commission for its examination the need and necessity for the said expenditure, the amount and extent, and advise the commission as to whether or not additional monies shall be required.~~

~~(3) That in the event it becomes necessary to expend monies in excess of six thousand dollars ($6,000.00) to effectuate the purposes set forth herein, the city manager shall call a special meeting of the commission, which may, in its discretion, authorize the initial expenditure up to the sum of six thousand dollars ($6,000.00) pursuant to the authority granted herein and thereafter proceed to appropriate additional monies, authorize contractual services and do such other acts as may be necessary and proper in the circumstances.~~

~~(b) *Conditions.* The city manager shall be authorized to expend from funds budgeted and authorized for said purpose all necessary monies for materials, labor, supplies, equipment or contractual services, including professional services, not to exceed the amount of six thousand dollars ($6,000.00) without sealed competitive bids in the event any equipment in the sanitation or solid waste department becomes damaged, requires immediate repair, or requires correction, expansion, supplementation, additional parts, equipment or appurtenances related thereto as provided in (a)(1) through (3) above.~~

~~(c) *Waiver.* When the conditions of subsection (a) have been met, the provisions of sections 2-317 through 2-322 shall be deemed waived and the city manager is authorized to proceed in accordance with the terms and provisions set forth herein.~~

~~(d) *Continuing application.* Proceedings authorized herein shall be deemed to be authorized by the commission by motion of continuing application in order to accomplish the purposes and objectives enumerated and set forth herein.~~

Sec. 2-324. - Minority vendor procurement program.

~~It is in the best interest of the city that minority vendor procurement program for qualified vendors be established to enable the city to fully utilize the skills and services of such minority vendors in acquiring goods and services by the city.~~

Sec. 2-325. - Protest procedures.

The following shall govern any protest made by a participant in any competitive process utilized for the selection of a person or entity in regard to any response to a city requests for proposal (RFP)/invitations to bid (ITB)/request for letters of interest (RFLI) and/or requests for qualification (RFQ):

(1) Protest of any city recommendation for an award in response to a request for proposals shall be filed with the city clerk and mailed by the protesting party to all responders to the bid proposal within seventy-two (72) hours of the city's recommendation for an award or the city's actual award, whichever comes first. Such protest shall be in writing, shall state the particular grounds on which it is based, and shall include all pertinent documents and evidence. The protest letter to the city clerk shall include proof of mailing/receipt to other responders to the bid and shall be accompanied by a cashier's check in the amount of five hundred dollars ($500.00) representing the filing fee, plus a cost bond in the amount of two thousand five hundred dollars ($2,500.00) to reimburse the city for all administrative costs associated with the appeal process. The two thousand five hundred dollars ($2,500.00) bond shall be returned to the protester if the protester prevails in the hearing before the hearing examiner/special master. If the protester does not prevail the city shall keep the bond. Any grounds not stated shall be deemed waived.

(2) Protests shall be referred by the city clerk to the city manager who shall select a hearing examiner or special master who shall hold a hearing and submit written findings and recommendations within fifteen (15) days of the filing of the protest. The hearing examiner shall consider the written protests, supporting documents in evidence, the city's recommendations and supporting documentation and all evidence presented at the hearing. Such finding and recommendation shall be filed with the city clerk.

(3) Hearing examiners/special masters shall be members of the Florida Bar.

(4) The hearing examiner/special master's findings shall be final. Appeals of a decision by the hearing examiner shall be to the county circuit court. The prevailing party in the appeal may be entitled to recover any and all attorneys' fees and costs incurred in the appeal.

(5) Failure to follow the protest procedures set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror or contractor.

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(5) Failure to follow the protest procedures set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror or contractor.

Section 4. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Conflict & Repealer.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 6. Inclusion in Code.

It is the intention of the City Commission of the City of Opa-locka that the provisions of this Ordinance shall, at some time in the future, become and be made a part of the General Code of Ordinances of the City of Opa-locka and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed.

Section 7. Effective Date.

This Ordinance shall take effect immediately upon its adoption on second reading.

PASSED AND ADOPTED this _____ day of _____, 2020.

_____

Matthew A. Pigatt, Mayor

ATTEST:

_____

Joanna Flores, City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Bass	(Yes) _____	(No) _____
Commissioner Burke	(Yes) _____	(No) _____
Commissioner Kelley	(Yes) _____	(No) _____
Vice-Mayor Davis	(Yes) _____	(No) _____
Mayor Pigatt	(Yes) _____	(No) _____

City of Opa-locka
Agenda Cover Memo

Department Director:	Robert Anathan			**Department Director Signature:**	R. Anathan			
City Manager:	John Pate			**CM Signature:**				
Commission Meeting Date:	Mar 11, 2020		**Item Type:** *(Enter X in box)*	**Resolution**	**Ordinance**		**Other**	
					X			
Fiscal Impact: *(Enter X in box)* **N/A**	**Yes**	**No**	**Ordinance Reading:** *(Enter X in box)*		**1st Reading**		**2nd Reading**	
		X	**Public Hearing:** *(Enter X in box)*		**Yes**	**No**	**Yes**	**No**
					X		X	
Funding Source: *Account#* **:** General Fund	*(Enter Fund & Dept)* Ex: 16-512490		**Advertising Requirement:** *(Enter X in box)*		**Yes**		**No**	
					X			
Contract/P.O. Required: *(Enter X in box)*	**Yes**	**No**	**RFP/RFQ/Bid#:**					
		X						
Strategic Plan Related *(Enter X in box)*	**Yes**	**No**	**Strategic Plan Priority Area:** **Enhance Organizational** ☒ **Bus. & Economic Dev** ☐ **Public Safety** ☐ **Quality of Education** ☐ **Qual. of Life & City Image** ☐ **Communication** ☐		**Strategic Plan Obj./Strategy:** *(list the specific objective/strategy this item will address)* **Increased purchasing operations effectiveness**			
	X							
Sponsor Name	City Manager		**Department:** City Manager's Office		City Manager			

Short Title:

Purchasing Ordinance Amendment

Staff Summary:

The current ordinance is unnecessarily overly restrictive and also creates confusion through contradicting itself. Current Section 2-316 (8) indicates "To purchase supplies, equipment or services in amounts not exceeding twenty-five thousand dollars ($25,000) [can be done] by negotiations and informal bids". However, in contrast, Section 2-319 indicates that most purchases of commodities (supplies) require competitive bidding over $5,000 and Section 2-320 indicates that procurement of most contractual services requires competitive bidding over $3,500. These limits impose unrealistically burdensome purchasing constraints on the City and are a fraction of the limits used by most municipalities.

The current ordinance also indicated that selection panels would be empaneled for procurements in excess of $75,000, three times greater than the $25,000 threshold used by most municipalities.

To improve the effectiveness of the purchasing ordinance, the major change is found in new Section 2-316 (9). This section indicates that as the dollar amount of procurement increases from $1 to $25,000, there are increasing quote requirements ranging from a single telephone quote at the low end to three written quotes for procurements from $7,500 to $25,000. As is currently the case, the City Manager is the final approving authority for procurement up to $25,000 with any procurement above this threshold requiring formal competitive bidding procedures and City Commission approval. This brings the City into conformance with normal municipal practices and eliminates the overly restrictive and contradictory requirements in the current ordinance.

Also, the new language is presented in an orderly manner and consequently some of the same information present in the current ordinance is struck out since it becomes redundant with the same language appearing in a revised section. For example, Section 2-316 (2) (a) & (b), exemption from competitive bidding requirements when piggybacking on State or County contracts, has been deleted since it is now redundant with a new more comprehensive list of circumstances which exempt the requirement for competitive bidding (New Section 2-318),

Former Sections 2-317 to 2-320.1 and Section 2-323 have been deleted since the contents of these sections have either been clarified, made more efficient or have been otherwise addressed in the proposed amendment

Proposed Action:

It is recommended that the proposed purchasing ordinance amendment be adopted to enhance the purchasing process.

Attachment:

1. Recommended proposed purchasing ordinance amendment in the delete (strike-out) and addition format.
2. Recommended proposed purchasing ordinance amendment in the final format.