

Florida's Warmest Welcome

CITY OF POMPANO BEACH REQUEST FOR PROPOSALS E-02-20 Janitorial Services

MANDATORY PRE-PROPOSAL CONFERENCE AND MANDATORY WALK-THRU OF CITY BUILDINGS:
October 24, 2019, 8:00 AM (Local)
COMMISSION CHAMBERS
100 West Atlantic Boulevard
POMPANO BEACH, FLORIDA 33060

OPENING: November 12, 2020, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060

October 9, 2019

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR PROPOSALS E-02-20

JANITORIAL SERVICES

The City is seeking proposals from qualified firms to provide Janitorial Services to the City for City Hall, Commission Chambers, and various buildings located throughout the City of Pompano Beach. Proposals submitted shall include the costs of all labor, supervision, equipment, cleaning supplies, and materials required to maintain a clean and sanitary environment in the various City facilities, as specified herein.

The City will receive sealed proposals until 2:00 p.m. (local), November 12, 2019. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified, will not be considered. Any uncertainty regarding the time a proposal is received will be resolved against the Proposer.

Proposer must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the eBid System as a pdf at: https://pompanobeachfl.ionwave.net. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. A list of proposers will be read aloud in a public forum.

MANDATORY PRE-BID CONFERENCE AND WALK-THRU

A mandatory pre-proposal conference and mandatory walk-thru will be held on <u>October 24</u>, <u>2019 at 8:00 AM. (local)</u> in the Commission Chambers, 100 West Atlantic Boulevard, Pompano Beach, Florida 33060. Walk-thru of the City Buildings will follow the pre-proposal conference. Plan to arrive 15 minutes early for the sign-in, which will close at the commencement of the walk-thru. Failure to attend the Mandatory Pre-proposal Conference and Mandatory Walk-thru will result in rejection of your proposal.

Introduction

A. Scope of Services

The intent of this solicitation is to establish an annual, open end contract for janitorial services for City Hall, Commission Chambers, and various buildings located throughout the City of Pompano Beach. Proposals submitted shall include the costs of all labor, supervision, equipment, cleaning supplies, and materials required to maintain a clean and sanitary environment in the various City facilities, as specified herein.

Each bidder is required, prior to submitting a Proposal, to visit the premises and acquaint himself/herself with the needs and requirements of the service. The bidder is also required to carefully examine the specifications and to inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect the work to be performed under this Contract. No plea of ignorance, by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents will be accepted as a basis for varying the requirements of the City or the compensation to the vendor. No additional allowances will be made because of lack of knowledge of these conditions.

B. <u>Tasks/Deliverables</u>

The following sections generally apply to <u>ALL</u> sites. Actual services to be performed may vary depending upon the physical makeup of each location. These specifications are minimums. Tasks must be performed at intervals specified.

It is understood that the bidder, prior to submitting a proposal, has visited the site, and has measured, examined and correlated their personal observations with the solicitation documents as to the nature, location, character, quality and quantity of work to be encountered and to the local conditions affecting the work. No allowance will be made for not having visited the site or for not being familiar with existing conditions to be encountered in the work.

1. SERVICES TO BE PERFORMED DAILY

- a. Empty and clean ash trays, waste baskets and other waste containers inside buildings, replacing liners as required.
- b. Empty all outside trash containers and replace liners in containers as necessary.
- c. Clean and service sand urns inside and outside of locations.
- d. Clean entry doors (including windows).
- e. Sweep outside entrance areas (under overhang) on northeast (main) entrance of Commission chambers, and north and south entrances to City Hall.
- f. Pick up all trash in stairwells.
- g. Remove trash and recycle items from building and deposit in designated containers.
- h. Sweep, vacuum and/or dust mop all floors. Damp mop ceramic tile floors with clean water and a clean mop.
- i. Vacuum all carpeted areas.
- j. Dust and clean level surfaces of desks, telephones, chairs, tables, filing cabinets, other office furniture, window sills, and top of partitions.

- k. Clean hand marks from counter tops and glass desktops and filing cabinets. (Papers on desks, etc., are not to be disturbed.)
- 1. Thoroughly clean all urinals, toilets and sinks and damp mop all floor areas with a clean mop. Clean mirrors, bright metal and all dispensers.
- m. Clean and disinfect all shower stalls.
- n. Fill all paper towel dispensers, toilet tissue holders and soap dispensers.
- o. Wipe off tile edgings in rest rooms.
- p. Clean and disinfect all drinking fountains.
- q. Thoroughly clean any kitchen or snack areas, including counters, floors, sinks, etc.
- r. Clean and polish (with spray cleaner) all tabletops and counter fronts & tops in public areas.
- s. Clean (with glass cleaner) all glass doors and partitions in public areas removing fingerprints, etc.
- t. Spot clean walls and woodwork to remove soiled areas.
- u. Clean and polish bright metal, including door kick-plates.
- v. Mop elevator floor with clean mop, and clean elevator panel board. Vacuum elevator floors.
- w. Maintain all janitor closets or storage areas in a clean and orderly manner.
- x. Leave notice advising of any irregularities noted during servicing, such as defective plumbing fixtures, doors left unlocked, lights left on, shortages of rest room supplies, etc.
- y. Turn off all lights except those required to be left on. Close and lock windows and lock all entrance doors.

2. SERVICES TO BE PERFORMED WEEKLY

- a. Clean all glass partitions of interior offices.
- b. Dust and wipe exposed air conditioner grills as well as all other grills.
- c. Remove all floor mats and rugs and clean all floor areas.
- d. Repair scuffed and worn floor areas and machine polish all floor areas.
- e. Dust exposed book stacks.
- f. Sweep and dust supply, record and storage rooms.
- g. Clean and disinfect all telephone instruments.
- h. Wash and disinfect partitions and all wall areas in rest rooms.
- i. Check carpets and spot clean as needed.
- i. Check upholstered furniture and spot clean as needed.

3. SERVICES TO BE PERFORMED MONTHTLY

- a. Vacuum upholstered furniture.
- b. Dust and polish furniture.
- c. Clean picture frames and wash glass, if any. Wash bookcase and clock face glass.
- d. Clean all electric switch plate covers.
- e. Dust stack area, including books, as well as open shelving.
- f. Sweep floor area in air conditioning and equipment rooms.

- g. Thoroughly clean stairwells where applicable including the removal of dust from all pipes and handrails.
- h. Clean venetian/vertical blinds.
- i. Clean outside of all lockers.
- j. Clean, wax and machine polish all floor areas. Clean ceramic tile floors with clean water and a cleaning agent designed for use with ceramic tile.

4. SERVICES TO BE PERFORMED QUARTERLY

- a. Thoroughly machine strip, wax and polish all floor areas, moving desks and furniture to one side to insure uniform maintenance of all floor areas. (Method of cleaning floors described below.)
- b. Clean ceramic tile floors with clean water and an acid cleaner (such as vinegar).

(The above tasks <a.> and <b.> are considered "heavy" cleanings for scheduling purposes.)

5. SERVICES TO BE PERFORMED SEMI-ANNUALLY

- a. Wash overhead lighting fixtures and lighting glass.
- b. Complete deep carpet cleaning (steam cleaning) where carpet exists.
- c. Thoroughly clean upholstered furniture, by steam cleaning, or other appropriate cleaning method for the upholstery fabric.
- d. Clean inside of all exterior windows. Clean both sides of interior windows. (Some City buildings have windows made of non-glass material, or windows which are covered with a "sun-control" film. Any windows which are damaged by the Contractor as a result of improper cleaning techniques, use of incorrect cleaning compounds, or any other reason shall be replaced at the Contractor's expense.)

(The above tasks <b.>, <c.> and <d.> are considered "heavy" cleanings for scheduling purposes.)

BID LINE ITEM PRICING MUST BE SUBMITTED ELECTRONICALLY USING THE CITY'S EBID SYSTEM. GROUP 1

| | GROUP I | | |
|--------------|--|-------------------|--|
| Line Item | City Hall Area and Fire | Estimated Sq. Ft. | Hours of Operation |
| 1 | City Hall Four Story Building 100 West Atlantic Boulevard Pompano Beach, Florida 33060. (1st) floor. Description: Conference Room, Mail Room, Snack Room, Restrooms (2), Elevators (2.), Office Areas, Main Lobby. Services to be performed (4) days per week. Monday through Thursday. Between 6:00 p.m. and 7:00 a.m. | 15,175 | Monday- Thursday 7am-6pm |
| 2 | City Hall (2nd) floor. Description: Conference Room, Restrooms (2), Elevators (2), Office Areas. Services to be performed (4) days per week. Monday through Thursday. Between 6:00 p.m. and 7:00 a.m. | 15,175 | Monday- Thursday 7am-6pm |
| 3 | City Hall (3rd) floor. Description: Conference Room, Restrooms (2), Elevators (2), Office Areas. Services to be performed (4) days per week. Monday through Thursday. Between 6:00 p.m. and 7:00 a.m. | 15,175 | Monday- Thursday 7am-6pm |
| 4 | City Hall (4th) floor. Description: Conference Room, Restrooms (2), Elevators (2), Office Areas. Services to be performed (4) days per week. Monday through Thursday. Between 6:00 p.m. and 7:00 a.m. | 15,175 | Monday- Thursday 7am-6pm |
| 5 | Commission Chambers One Story Building 100 West Atlantic Boulevard Pompano Beach, Florida 33060. Description: Commission Chamber, 1 conference room, men's restroom (2). Women's restroom (2). Kitchen Areas (2). Services for the Commission Chambers to be performed (4) days per week, Monday through Thursday. Between 6:00 p.m. and 8:00 a.m. When Commission meeting are held (2nd Tuesday, 3rd Tuesday, and 4th Tuesday of each month), the vendor must perform services before the meetings start (4:00 p.m 5:00 p.m.). | 7,208 | Monday- Thursday 7am-6pm. The City Commission meetings are held at 6 p.m. each second (2nd), third (3rd) and fourth (4th) Tuesday of the month |
| 6 | Fire Training 180 S.W. 3rd Street. Description: Office Areas, Restrooms (2). Services to be performed Monday through Thursday between 5:00 p.m. and 8:00 a.m. | 5,550 | Monday- Thursday 8am-5pm |

| 7 | Fire Administration 120 S.W. 3rd Street. Description: Office Areas, Restrooms (2). Training Tower: Office Areas, Restrooms (2), and Training Room. Services to be performed Monday through Thursday between 6:00 p.m. and 7:00 a.m. | 1,500 | Monday- Thursday 7am-6pm |
|---|---|--------|--|
| 8 | Fire Logistics 1654 SW 5th Court, Suite #1641. Description: Lobby, Offices (9), Restrooms (2), Break Room, and Conference Room. Services to be performed Monday through Friday between 9:00 a.m. and 11:00 a.m. | 2,736 | Monday- Friday 7:30am- 4:30pm |
| | Total Monthly Amount for Group 1 | 77,694 | \$ |

| BID I | INE ITEM PRICING MUST BE SUBMITTED ELECTI CITY'S EBID SYSTEM. <u>GROUP 2</u> | RONICALLY | USING THE |
|--------------|---|-------------------|-----------------------------------|
| Line Item | Public Works, Utilities and Air Park | Estimated Sq. Ft. | Hours of Operation |
| 1 | Purchasing Office 1190 N.E. 3rd Avenue, Building C. Description: Central Stores including an Office area, Restrooms (3), Shower, and a Snack Area. Purchasing Office: Office Areas, Copier Room, Storage Room, and a Conference Room. Graphics including the Print Shop, and sink. For this entire building, services to be performed Monday through Thursday between 3:00 a.m. and 6:00 p.m. | 2,000 | Monday- Thursday 7am-6pm |
| 2 | Air park Tower 1001 N.E. 10th Street. Description: Office Areas, Lobby, Restrooms (2), Janitorial Closet, and Snack Area. Services to be performed Monday-Thursday between 5:30 p.m. and 7:00 a.m. | 5,159 | Monday- Thursday 7am-5:30pm |
| 3 | Public Works Administration/Engineering 1201 N.E. 5th Avenue. Description: Office Areas, Conference Room, Restrooms (3), and a Lunch Room. Services to be performed Monday through Thursday between 5:00 p.m. and 7:00 a.m. | 7,170 | Monday- Thursday 7am-6pm |

| 4 | Public Works Garage 1190 N.E. 3rd Avenue, Building A. Description: Office Areas, Break Room, Restrooms (2), Library, Locker Room, and Associated Hallways. The Manager's office is carpeted and the remaining floor areas are tiled. Services to be performed Monday through Thursday between 5:30 p.m. and 7:00 a.m. | 1,590 | Monday- Thursday 7am-3:30pm |
|---|---|-------|---|
| 5 | Public Works Offices 1190 N.E. 3rd Avenue, Building B. Description: West end of the building consists of an Office Area, Men's Restroom (2), Women's Restrooms (2), and an Employee Lunch Room. The East end of the building has a Welding shop that has a small office, a building maintenance office, and (3) restrooms. Services to be performed Monday through Thursday between 5:30 p.m. and 8:00 a.m. | 8,750 | Monday- Thursday 7am-5:30pm |
| 6 | Membrane Building: 1205 N.E. 5th Avenue, Pompano Beach, Florida, 33060. Description: First Floor: Office areas, Lobby and Hallways, Laboratory and Control Room, Elevator, Restrooms (2) Locker/Shower Rooms. Second Floor: Office Areas and Hallways, Restrooms (2), and Conference Room with Kitchen Area. Services to be performed Monday-Thursday 7am-2pm. | 8,636 | Monday- Thursday 7 am-6pm |
| 7 | High Service/Filter Building: 301 N.E. 12th Street Pompano Beach, Florida, 33060. Description: First Floor: Hallway (leading to) Lunchroom, Kitchen, Restroom (1) Break Room. Second Floor: Office Areas and Vestibule, Hallways, Computer Training Area, Laboratory and Restrooms (2), Stairs to First Floor, Entry Door at Second Level. Services to be performed Monday-Thursday 7am-3:30pm. | 2,596 | Monday- Thursday 7am-6:00pm |
| 8 | Maintenance Shop/Chemical Building: Next to 1205 N.E. 5th Avenue, Pompano Beach, Florida, 33060 Description: First Floor: Restrooms (2) Locker Room, Shower, Control Room, Lunch Room Area Second Floor: Supervisor's Office. Services to be performed Monday-Thursday 7am-3:30pm. | 1,793 | Monday- Thursday 7am-6:00pm |
| 9 | Utilities Field Office: 1201 NE 3rd Avenue, Pompano Beach, Florida, 33060. Description: Restrooms (4), Locker room (2), Breakroom. Services to be performed Monday-Thursday 7:30 am-3:30 | 6,808 | Monday- Thursday 7:00 am-5:30 pm |

| 10 | Solid Waste Offices 1190 NE 3rd Avenue Trailers, Pompano Beach, FL. 33060 Description: Restrooms (3), Offices, (5), Kitchenette, Lunch Room Area. Services to be performed Monday- Thursday after 5pm | 2,100 | Monday- Thursday 6:00 am-4:30 pm |
|----|--|--------|---|
| 11 | Reuse Water Treatment Plant: 1799 North Federal Highway, Pompano Beach, Florida, 33060. Description: Restroom (1), Control room, Laboratory and Hallways. Services to be performed Monday/Wednesday/Thursday Between 7:30 a.m. and 2:30 p.m. NOTE: Due to security issues, cleaning may only be performed between the hours of 7:30 a.m. and 2:30 p.m., Monday through Thursday (four days/week.) | 2,016 | Monday- Wednesday- Thursday 7:30 am-2:30 pm |
| | Total Monthly Amount for Group 2 | 48,618 | \$ |

| | GROUP 1 Additional Services Per Specif | <u>ications</u> | |
|---|---|-----------------|----|
| 1 | Quarterly Services Per Specifications | 77,694 | \$ |
| 2 | Semi-Annual Services Per Specifications | 77,694 | \$ |

| | GROUP 2 Additional Services Per Speci | <u>fications</u> | |
|---|--|------------------|----|
| 1 | Quarterly Services Per Specifications | 48,618 | \$ |
| 2 | Semi-Annual Services Per Specifications | 48,618 | \$ |

Qualifications

Proposals shall be considered only from firms that have been engaged in providing services similar to those specified herein for a period of not less than three (3) years continuously and that are presently engaged in the provision of these services. The City reserves the right to conduct an on-site inspection of the vendor's facilities, equipment, and delivery fleet during normal working hours prior to award, or at any time throughout the term of the contract or any renewal.

Expansion/Reduction of Janitorial Services

The City, at its own discretion, may choose to expand or reduce contracted janitorial services to City facilities in the future under the same General Terms and Conditions, Special Conditions, and Technical Specifications described herein. Pricing for these conditions will be agreed upon by the City and Contractor prior to implementation of expansion or reduction of janitorial services.

<u>NOTE</u>: Paper towels, toilet tissue, hand soap and trash can liners will be furnished by the City.

Materials and Equipment

Storage space will be provided for Contractor's equipment, which remains on the job site during the term of the contract. The Contractor's equipment must be maintained in good operating condition and in sufficient quantities to adequately perform all services, and available to the Contractor's employees at all times. Sufficient cleaning products shall be furnished by the Contractor and maintained at the job site at all times for use by the Contractor's employees in performance of the required services.

<u>NOTE</u>: Paper towels, toilet tissue, hand soap and trash can liners will be furnished by the City.

Inspections

The Contractor shall be responsible for supervision and direction of the work performed by his or her employees. Adequate supervision shall be maintained, so that the quality of service will be maintained at the levels stated herein. Any supervisor shall have the authority to act as agent for the Contractor in his absence, and shall be fully qualified to implement the contract specifications.

A daily inspection report, for City Hall and Commission Chambers shall be completed by the employee designated by the Contractor as the site supervisor. A copy of this report must be furnished to the Contract Administrator, or his designee promptly upon request.

The City will supply inspection logs. These logs will be maintained by the Contractor, and completed each time the facility is serviced.

Scheduling

The stated janitorial services are required at the designated facilities on the basis of four (4) times weekly, and are to be provided Monday through Thursday, after regular working hours. Services are to be rendered as listed for the number of days per week specified. Services are to be rendered at specific hours stated for each location.

Service at specified locations shall include cleaning of all offices, conference rooms, file rooms, print rooms, break areas, and common areas, including: lobbies; hallways, waiting areas, janitorial closets, elevators (passenger and freight, if applicable), stairwells and landings (if applicable), restrooms and restroom lobby areas.

The Contractor shall perform services on each of the specified days, except for City observed holidays. When a City observed holiday falls on a regularly scheduled service day, and the City facility is not accessible to the Contractor, the Contractor shall perform the regularly scheduled services on the next workday following the holiday closure. Exceptions will require arrangements with the Contract Administrator, or his designee. Services for the Commission Chambers are to be performed four (4) days per week. The City Commission meetings are held at 6 p.m. each second, third, and fourth Tuesday of the month. On those nights, the vendor must perform services before the meeting starts between the hours of (3 p.m. and 5 p.m.).

Various meetings are also held in the Commission Chamber building at differing times. During these small meetings the Contractor will be required to "work around" the building occupants. Contractor's personnel must be courteous, and as unobtrusive as possible.

Additional Services/Additional Facilities

Additional Services may be required. The City will provide a twenty-four hour notice to the contractor if additional services are required.

Although this solicitation and resultant contract identifies specific facilities to be serviced, it is hereby agreed and understood that any City department or agency facility may be added to this contract at the option of the City. When required the contract vendor under this contract shall be invited to submit price quotes for these additional facilities. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract vendor. If this contract has a single incumbent vendor, the additional site(s) shall be added to this contract by formal modification of the award sheet.

The City may determine to obtain price quotes for the additional facilities from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendor or for other reasons at the City's discretion.

Initial Cleaning Requirements

No more than fifteen (15) days after contract award the successful Contractor will be required to submit a proposed schedule of "heavy" cleaning tasks to the appropriate City Contact. "Heavy" cleaning tasks are defined as: deep carpet cleaning, floor stripping and waxing, interior and exterior window washing, cleaning ceramic tile floors, and cleaning upholstered furniture. The initial round of "heavy" cleaning tasks shall be completed by the end of the first thirty (30) calendar days of service, with subsequent performance of these tasks scheduled at the intervals stated in the specifications.

Floor Maintenance

This section generally applies to all sites to be cleaned. Specifications are minimums.

For all hard surface floors (concrete, terrazzo, tile, etc.) the following shall be done at the intervals specified: floors will be thoroughly washed using a good grade of floor detergent and a solution containing a disinfectant (as appropriate for the flooring materials). Floors will be thoroughly damp mopped on each day of service. In the event a floor is found to be in a condition in which damp mopping is not satisfactory, it will be the duty of the Contractor to machine scrub the floor to an acceptable level. A clean mop should be used for all floor maintenance.

Carpets are to be spot-cleaned as necessary, at least weekly. Deep carpet cleaning must be performed by "steam cleaning" at the intervals specified; surface shampooing is not acceptable. Contractor should provide references for prior carpet cleaning services.

Quality Control

The monitoring of the Contractor's performance is vested in the Contract Administrator. All questions concerning the acceptability of material used, the work performed, the manner of performance, and progress being made in meeting specification requirements shall be determined by the Contract Administrator. Disputes between the Contract Administrator and the Contractor shall be resolved by the Purchasing Division.

Penalty Schedule/Deductions

The Contract Administrator or his designee will perform inspections of each area to ascertain compliance to the specifications. A janitorial inspection report will be communicated to the Contractor by 9:00 a.m. the next business day following the performance of service listing any deficiencies found. In the event the Contractor shall not have completed all of the required daily, weekly, monthly, quarterly, or semi-annually services as scheduled in the specifications then the Contractor will be required to make corrections of all discrepancies during the following scheduled work day. These corrections must be completely performed in accordance with the specification requirements. If they are not, then a deduction for the total daily cost for that location will be subtracted from the Contractor's monthly invoice.

Failure of the Contractor to appear on any scheduled workday without the advance approval from the Contract Administrator or his designee shall result in the deduction of the total daily cost for that location. Penalties will be applied in accordance with the Contractor's proposal form prices. A full penalty price will be levied against the Contractor each time cleaning is not performed in full accordance with work specifications, whether it is to be performed daily, weekly, monthly, quarterly, semi-annually, or annually. Such penalties will continue until said cleaning is performed or the contract is cancelled.

Uniforms and Security

- 1. The Contractor shall at all times enforce strict discipline and good order among his or her employees. Unauthorized use of City or City employee's property is prohibited, including the use of office equipment, computers, fax machines, and telephones. No smoking is allowed in City buildings.
- 2. Contractor shall not move or jar computers. Contractors shall not use any cleaning products or equipment that will leave dust or any material containing silicon on or around computer equipment.
- 3. Contractor's employees shall wear distinctive clean, neat appearing uniforms and footwear while working on City premises. Uniforms shall bear company name or identification tag, so that Contractor's employees may be identified.
- 4. The Contractor shall provide the Contract Administrator, or his designee with a roster listing all personnel assigned to the contract within fifteen (15) days prior to contract commencement. In addition, the Contractor shall provide a listing of names, emergency telephone numbers and cell numbers of supervisory personnel assigned to the contract. It will be the Contractor's responsibility to keep this list up to date.
 - a. The roster shall list all personnel including but not limited to: managers, supervisors, and janitorial staff who will provide services under the resulting contract, work in or on City property, or have access to City property. Access to City facilities shall be denied to Contractor's personnel not listed on the Employee Roster and pre-approved by the City.
 - b. The roster shall be accompanied by the City's Background Check Affidavit to ensure background checks have been conducted on all required personnel.
 - c. If any changes to the roster are to occur, then the Contractor shall provide an updated roster showing the new information or personnel, including background checks, via e-mail to the Facilities Manager or their designee prior to effecting the change. Failure to notify the Facilities Manager of personnel changes, conduct a background on personnel assigned to the contract, or the misuse of assigned access badges and keys shall be grounds for finding the Contractor in default of the Contract.

- 5. The Contract Administrator, or his designee may request the Contractor to remove any employee for security reasons, or if it is determined that services are not being performed in accordance with the terms and conditions of the contract.
- 6. The successful bidder(s) will pick up one set of keys for each area/building from the Contract Administrator after notice of contract award. The successful bidder will also receive badges to enter City Hall and Commission Chambers. If keys/badges are misplaced by the Contractor the cost of re-keying the locks and replacement of keys/badges will be incumbent upon the Contractor.

Supervision

Contractor shall provide an adequate number of trained and qualified supervisors capable of providing the necessary supervision to satisfy the contract during all service hours. Supervision must be by an on-site supervisor. The supervisor shall be responsible for monitoring and administration of personnel activities, and resolution of any service problems with designated City staff. Each supervisor, and the night crew foreman, to the satisfaction of the Contract Administrator, or his designee, shall be capable of verbal and written communication in the English language and shall be able to effectively communicate with City staff.

The Contract Administrator, or his designee may request the Contractor to remove any supervisor if it is determined that services are not being performed in accordance with the terms and conditions of the contract.

The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, or any other persons unless said person is an authorized Contractor employee. The City of Pompano Beach prohibits teenagers, minors, or children to work in City owned buildings under this Agreement.

Agreement

By submitting a proposal, the Bidder agrees if awarded the contract from this solicitation to enter into an agreement with City using the City's agreement form. See sample agreement attached as a sample in the eBids system.

Verification of Employment Eligibility

CONTRACTOR acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- 1. all persons employed by CONTRACTOR to perform employment duties within Florida during the term of the Contract, and;
- 2. all persons (including subcontractors) assigned by CONTRACTOR to perform work pursuant to the Contract.

The CONTRACTOR acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System [https://www.uscis.gov/e-verify] during the term of the Contract is a condition of the Contract. CONTRACTOR shall annually certify compliance with this requirement in writing to the CITY'S Contract Administrator assigned to the contract.

METHOD OF AWARD: To two (2) Vendor by Group

The intent of this Solicitation is to select the two (2) most qualified firms, based on criteria established in the solicitation, on a group-by-group basis. To be considered for award for a given group, the vendor shall offer prices for all items within the given group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected. Most Qualified means the basis for awarding of this contract will be made with limited consideration of cost.

The City may as at its sole discretion ask for additional proof of financial solvency, including additional documents post proposal opening, that demonstrates the Proposer's ability to perform the resulting contract and provide the required materials and/or services.

Term of Contract

The initial contract period shall be one year, commencing upon award by the appropriate City officials.

In the event City determines Contractor to be in full compliance with this Agreement and Contractor's performance thereunder to be satisfactory, then City, with City Commission approval, shall have the option to renew this Agreement for an additional four (1) one (1) year terms upon the written consent of both City and Contractor provided that City provides written notice of its intention to renew within sixty (60) days of the termination date of this Agreement.

In the event delivery/service is scheduled to end because of the expiration of this contract, the Contractor shall continue to deliver/service upon the request of the General Services Director. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the product/service at the rate in effect when this extension clause is invoked by the City.

Local Business Program

On March 13, 2018, the City Commission approved Ordinance 2018-46, establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

For purposes of this solicitation, "Local Business" will be defined as follows:

- 1. TIER 1 LOCAL VENDOR. POMPANO BEACH BUSINESS EMPLOYING POMPANO BEACH RESIDENTS. A business entity which has maintained a permanent place of business within the city limits and maintains a staffing level, within this local office, of at least ten percent who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least ten percent of the contract value. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.
- 2. TIER 2 LOCAL VENDOR. BROWARD COUNTY BUSINESS EMPLOYING POMPANO BEACH RESIDENTS OR UTILIZING LOCAL VENDOR SUBCONTRACTORS. A business entity which has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach or includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value. The permanent place of business may not be a post office box. The business must be located in a non- residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the respective Broward County municipality for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.
- 3. **LOCAL VENDOR SUBCONTRACTOR.** POMPANO BEACH BUSINESS. A business entity which has maintained a permanent place of business within the city limits of the City of Pompano Beach. The permanent place of business may not be a post office box. The business must be located in a non-residential zone, and must actually distribute goods or services from that location. The business must be staffed with full-time employees within the limits of the city. In addition, the business must have a current business tax receipt from the City of Pompano Beach for a minimum of one year prior to the date of issuance of a bid or proposal solicitation.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: www.pompanobeachfl.gov by selecting the Pompano Beach Business Directory in the Shop Pompano! section.

The City of Pompano Beach is **strongly committed** to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services, including labor, materials and equipment. Proposers are required to

participate in the City of Pompano Beach's Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit A,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit B) from each local business that will participate in the contract.

The required goal for this Solicitation is <u>10%</u> for Local Vendor.

If a Prime Contractor/Vendor is not able to achieve the level of goal attainment of the contract, the Prime Vendor will be requested to demonstrate and document that good faith efforts were made to achieve the goal by providing the Local Business Unavailability Form (Exhibit C), listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit D), describing the efforts made to include local business participation in the contract. This documentation shall be provided to the City Commission for acceptance.

The awarded proposer will be required to submit "Local Business Subcontractor Utilization Reports" during projects and after projects have been completed. The reports will be submitted to the assigned City project manager of the project. The Local Business Subcontractor Utilization Report template and instructions have been included in the bid document.

Failure to meet Local Vendor Goal commitments will result in "unsatisfactory" compliance rating. Unsatisfactory ratings may impact award of future projects if a sanction is imposed by the City Commission.

The city shall award a Local Vendor preference based upon vendors, contractors, or subcontractors who are local with a preferences follows:

- i. For evaluation purposes, the Tier 1 and Tier 2 businesses shall be a criterion for award in this Solicitation. No business may qualify for more than one tier level.
- ii. For evaluation purposes, local vendors shall receive the following preferences:
- a. Tier 1 business as defined by this subsection shall be granted a preference in the amount of five percent of total score.
- b. Tier 2 business as defined by this subsection shall be granted a preference in the amount of two and one-half percent of total score.
 - iii. It is the responsibility of the awarded vendor/contractor to comply with all Tier 1 and Tier 2 guidelines. The awarded vendor/contractor must ensure that all requirements are met before execution of a contract.

Required Proposal Submittal

Sealed proposals shall be submitted electronically through the eBid System on or before the due date/time stated above. Proposer shall upload response as one (1) file to the eBid System. The file size for uploads is limited to 250 MB. If the file size exceeds 10 MB the response must be split and uploaded as two (2) separate files.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with the sections clearly labeled:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

Include a clear identification of the material by section and by page.

Letter of Transmittal:

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

Fees & Costs:

In addition to completing pricing in the line items tab of the eBid system, include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and qualities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff.

Proposer shall itemize all costs to complete all and necessary tasks as described under Scope of Services. Costs associated with travel as well as miscellaneous expenses should be adequately described.

Schedule:

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

References:

References for past projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.) Describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the contact information (name, email, telephone number) of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

List any prior projects performed for the City of Pompano Beach.

Local Businesses:

Completed Local Business program forms, Exhibits A-D.

NOTE: Form B must be signed by a representative of the subcontractor, NOT of the Prime.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm's performance, including status/outcome.

City Forms:

The Proposer Information Page Form and any other required forms <u>must</u> be completed and submitted electronically through the City's eBid System. The City reserves the right to request additional information to ensure the proposer is financially solvent and has sufficient financial resources to perform the contract and shall provide proof thereof of its financial solvency. The City may as at its sole discretion ask for additional proof of financial solvency, including additional documents post proposal opening, and prior to evaluation that demonstrates the Proposer's ability to perform the resulting contract and provide the required materials and/or services.

Reviewed and Audited Financial Statements:

Proposers shall be financially solvent and appropriately capitalized to be able to service the City for the duration of the contract. Proposers shall provide a complete financial statement of the firm's most recent audited financial statements, indicating organization's financial condition. Must be uploaded to the Response Attachments tab in the eBid System as a separate file titled "Financial Statements" and marked "CONFIDENTIAL."

Financial statements provided shall not be older than twelve 12) months prior to the date of filing this solicitation response. The financial statements are to be reviewed and submitted with any accompanying notes and supplemental information. The City of Pompano Beach reserve the right to reject financial statements in which the financial condition shown is of a date twelve (12) months or more prior to the date of submittals.

The City is a public agency subject to Chapter 119, Florida's Public Records Law and is required to provide the public with access to public records, however, financial statements that are required as submittals to prequalify for a solicitation will be exempt from public disclosure.

The City reserves the right to request additional information to ensure the proposer is financially solvent and has sufficient financial resources to perform the contract and shall provide proof thereof of its financial solvency. The City may as at its sole discretion ask for additional proof of financial solvency, including additional documents post proposal opening, and prior to evaluation that demonstrates the Proposer's ability to perform the resulting contract and provide the required materials and/or services.

A combination of two (2) or more of the following may substitute for audited financial statements:

- 1) Bank letters/statements for the past 3 months
- 2) Balance sheet, profit and loss statement, cash flow report
- 3) IRS returns for the last 2 years
- 4) Letter from CPA showing profits and loss statements (certified)

Insurance Requirements

PROPOSER shall not commence services under the terms of this Agreement until certification or proof of insurance detailing terms and provisions has been received and approved in writing by the CITY's Risk Manager. If you are responding to a bid and have questions regarding the insurance requirements hereunder, please contact the City's Purchasing Department at (954) 786-4098. If the contract has already been awarded, please direct any queries and proof of the requisite insurance coverage to City staff responsible for oversight of the subject project/contract.

PROPOSER is responsible to deliver to the CITY for timely review and written approval/disapproval Certificates of Insurance which evidence that all insurance required hereunder is in full force and effect and which name on a primary basis, the CITY as an additional insured on all such coverage. Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida. The policies shall be written on forms acceptable to the City's Risk Manager, meet a minimum financial A.M. Best and Company rating of no less than Excellent, and be part of the Florida Insurance Guarantee Association Act. No changes are to be made to these specifications without prior written approval of the City's Risk Manager.

Throughout the term of this Agreement, CITY, by and through its Risk Manager, reserve the right to review, modify, reject or accept any insurance policies required by this Agreement, including limits, coverages or endorsements. CITY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally.

Failure to maintain the required insurance shall be considered an event of default. The requirements herein, as well as CITY's review or acceptance of insurance maintained by PROPOSER, are not intended to and shall not in any way limit or qualify the liabilities and obligations assumed by PROPOSER under this Agreement.

Throughout the term of this Agreement, PROPOSER and all subcontractors or other agents hereunder, shall, at their sole expense, maintain in full force and effect, the following insurance coverages and limits described herein, including endorsements.

A. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees) or the state in which the work is to be performed or of the state in which PROPOSER is obligated to pay compensation to employees engaged in the performance of the work. PROPOSER further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

B. Liability Insurance.

- (1) Naming the City of Pompano Beach as an additional insured as City's interests may appear, on General Liability Insurance only, relative to claims which arise from PROPOSER's negligent acts or omissions in connection with PROPOSER's performance under this Agreement.
- (2) Such Liability insurance shall include the following <u>checked types of insurance</u> and indicated minimum policy limits.

Type of Insurance

Limits of Liability

| | NERAL LIABILITY: licy to be written on a claims occ | currence basis | Per Occurrence \$1,000,000 | Aggregate \$2,000,000 |
|----------------------|---|--|-------------------------------|-----------------------|
| XX XX XX | comprehensive form premises - operations explosion & collapse hazard | bodily injury and probodily and probodily injury and probodily injury and probodily and and a probodily an | | |
| XX XX | | bodily injury and pr | operty damage co | ombined |
| XX XX XX XX | <u>=</u> | bodily injury and probodily injury and propersonal injury | | |
| _ | CG2010 CG 2037 | ongoing operations (or its' equivalent) completed operations (or its' equivalent) | | |
| | sexual abuse/molestation | Minimum \$1,000,0 | 00 Per Occurrenc | e and Aggregate |
| AUT | OMOBILE LIABILITY: | Minimum \$1,000,000 Per Occurrence and Aggregate. Bodily injury (each person) bodily injury (each accident), property damage, bodily injury and property damage combined. | | |
| XX XX XX XX | comprehensive form owned hired non-owned | | | |

REAL & PERSONAL PROPERTY

^{*} Policy to be written on a claims occurrence basis

| comprehensive form | Agent must show p | roof they have thi | s coverage. |
|--|--|-------------------------------------|-----------------------|
| | | | |
| * Policy to be written on a claims occ | | Per Occurrence | Aggregate |
| XX excess/umbrella | bodily injury and property damage combined | \$5,000,000 | \$5,000,000 |
| PROFESSIONAL LIABILITY * Policy to be written on a claims made | de basis | Per Occurrence | Aggregate |
| XX professional liability | | \$1,000,000 | \$1,000,000 |
| indemnification and hold harmless pretermination or expiration of the Agree by the applicable statute of limitations ENVIRONMENTAL / POLLUTIO | rovisions of Section ment for a period of ts. N LIABILITY | 12 of the Agreen hree (3) years unl | ess terminated sooner |
| * Policy to be written on a claims mad XX environmental/pollution liability | | \$1,000,000 | \$1,000,000 |
| CYBER LIABILITY * Policy to be written on a claims occurrence. | urrence basis | Per Occurrence \$1,000,000 | Aggregate \$1,000,000 |
| Network Security / Privacy Liab Breach Response / Notification Technology Products E&O - \$1 technology related services and Coverage shall be maintained in than four (4) years after termina | Sublimit (minimum ,000,000 (only applie or products) a effect during the per | cable for vendors | supplying |
| C. Employer's Lia benefit of their employees, provide, cathe minimum amount of One Hund Hundred Thousand Dollars (\$500,000) | arry, maintain and pared Thousand Dolla | y for Employer's | • |

- D. <u>Policies</u>: Whenever, under the provisions of this Agreement, insurance is required of the PROPOSER, the PROPOSER shall promptly provide the following:
 - (1) Certificates of Insurance evidencing the required coverage;
 - (2) Names and addresses of companies providing coverage;
 - (3) Effective and expiration dates of policies; and
- (4) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.
- E. <u>Insurance Cancellation or Modification</u>. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.
- F. <u>Waiver of Subrogation</u>. PROPOSER hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then PROPOSER shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should PROPOSER enter into such an agreement on a pre-loss basis.

Selection/Evaluation Process

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

Proposals will be evaluated using the following criteria.

Criteria

| 1 | Relevant experience and qualifications with similar projects | 0-30 | |
|---|--|-------|--|
| | Longevity of business organization. Experience with other contracts of a similar type The past performance of the Bidder on contracts with the City and any other entities in terms of quality of work and compliance with performance schedules. Key personnel Experience. Note: The Evaluation Committee may solicit information from previous clients, including the City, relevant information concerning | | |
| | the Bidder's record of past performance. | | |
| 2 | <u>Financial Capabilities</u> : Provide adequate information to verify the team has secured funding for previous projects and the financial capacity to fund the project and secure bonding to construct the project. | 0-25 | |
| 3 | Knowledge of site and conditions: Demonstrate knowledge of each site, capable of supplying quality workmanship and supplies | 0-20 | |
| 4 | Scheduling and Cost: | 0-25 | |
| | Total | 0-100 | |

Additional 0-5% for Tier1/Tier2 Local Business will be calculated on combined scoring totals of each company.

NOTE:

Financial statements that are required as submittals to prequalify for a solicitation will be exempt from public disclosure; however, financial statements submitted to prequalify for a solicitation, and were <u>not</u> required by the City, may be subject to public disclosure.

<u>Value of Work Previously Awarded to Firm (Tie-breaker)</u> - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the Solicitation, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

Right to Audit

Contractor's records which shall include but not be limited to accounting records, written policies and procedures, computer records, disks and software, videos, photographs, subcontract files (including proposals of successful and unsuccessful bidders), originals estimates, estimating worksheets, correspondence, change order files (including

documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this contract (all the foregoing hereinafter referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by Owner's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the contractor or any of his payees pursuant to the execution of the contract. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract.

For the purpose of such audits, inspections, examinations and evaluations, the Owner's agent or authorized representative shall have access to said records from the effective date of this contract, for the duration of the Work, and until 5 years after the date of final payment by Owner to Consultant pursuant to this contract.

Owner's agent or its authorized representative shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. Owner's agent or its authorized representative shall give auditees reasonable advance notice of intended audits.

Contractor shall require all subcontractors, insurance agents, and material suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in any written contract agreement. Failure to obtain such written contracts which include such provisions shall be reason to exclude some or all of the related payees' costs from amounts payable to the Contractor pursuant to this contract.

Retention of Records and Right to Access

The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the City in order to perform the service;
- b. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law;
- d. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the

duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City; and

e. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.

Communications

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

No Discrimination

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

Independent Contractor

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

Staff Assignment

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

Contract Terms

The contract resulting from this Solicitation shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this Solicitation document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

Waiver

It is agreed that no waiver or modification of the contract resulting from this Solicitation, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

Survivorship Rights

This contract resulting from this Solicitation shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

Termination

The contract resulting from this Solicitation may be terminated by the City of Pompano Beach without cause upon providing contractor with at least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this Solicitation for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this Solicitation in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this Solicitation shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

Acceptance Period

Proposals submitted in response to this Solicitation must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

Conditions and Provisions

The completed proposal (together with all required attachments) must be submitted electronically to City on or before the time and date stated herein. All Proposers, by electronic submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this solicitation as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Proposer's response shall not contain any alteration to the document posted other than entering data in spaces provided or including attachments as necessary. By submission of a response, Proposer affirms that a complete set of solicitation documents was obtained from the eBid System or from the Purchasing Division only and no alteration of any kind has been made to the solicitation. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this solicitation. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this solicitation, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

Standard Provisions

1. Governing Law

Any agreement resulting from this Solicitation shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

2. Licenses

In order to perform public work, the successful Proposer shall: Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

3. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

4. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

5. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

6. <u>Patent Fees, Royalties, And Licenses</u>

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage

which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

7. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

8. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this Solicitation. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

9. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

10. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

11. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

12. Public Records

a. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

- i. Keep and maintain public records required by the City in order to perform the service;
- ii. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City; and
- iv. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format that is compatible with the information technology systems of the City.
- b. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK 100 W. Atlantic Blvd., Suite 253 Pompano Beach, Florida 33060 (954) 786-4611 RecordsCustodian@copbfl.com

Questions and Communication

All questions regarding the Solicitation are to be submitted using the Questions feature in the eBid System. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Addenda will be posted to the solicitation in the eBid System, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

Addenda

The issuance of a written addendum or posting of an answer in response to a question submitted using the Questions feature in the eBid System are the only official methods whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the addendum will be issued via the eBid System. It shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal. Addenda will be posted to the solicitation in the eBid System.

Contractor Performance Report

The City will utilize the Contractor Performance Report to monitor and record the successful proposer's performance for the work specified by the contract. Sample Contractor Performance Report has been included as an attachment in the eBids system.



City of Pompano Beach, Purchasing Division 1190 N.E. 3rd Avenue, Building C Pompano Beach, Florida, 33060

October 31, 2019

ADDENDUM #1, RFP E-02-20

Janitorial Services

To Whom It May Concern,

The following changes have been made to E-02-20:

- The solicitation document was revised to include Fire Logistics.
- The pre-proposal and site visit sign-in sheets are available in the eBid system.

Addendum #1 is posted on the City's eBid website: http://pompanobeachfl.ionwave.net. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions is 5:00 p.m. (local), November 5, 2019.

The deadline for acceptance of proposals in the eBid system is <u>2:00 p.m. (local)</u>, <u>November 12, 2019.</u>

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website

CITY OF POMPANO BEACH MANDATORY SITE VISIT

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| ATTENDEES NOTE: Furnish complete information. This list for all addenda. Only companies represented on this she | | | A STATE OF THE PARTY OF THE PAR |
|--|---------------------------|------------------|--|
| Name Emonuel V. For Nunes S. Isa Office Monager of | Company You Repres | sent MJ Prot | Egypnol Cleanin |
| Company Mailing Address 1905 NW 32nd Street, Boy b | G-Pompano Beach - City | State | 33064 Zip Code |
| Telephone Number (%4) 418 6248 | Fax Number (394) | 108 2731 | |
| Email Address con laci americ leaning. com | | | |
| Name Georges IDANI Bid Manage (Title | | | |
| Company Mailing Address 4820 wet Common c | ORLUD Jum | anac fl | 33319 |
| Company Mailing Address 4820 west Common Company Mailing Address 4820 west Common Comm | 954 Fax Number ()_ | 177 5147 | Zip Code |
| Email Address IDANI OCHIADA CORPORA | TION, COM | | |
| Name Marcia Walkes Title | Company You Repres | sent_BA | CM |
| Company Mailing Address | City | State | Zip Code |
| Telephone Number (%) 58 7 - 4259 | | | |
| Email Address | | | |
| Name Miliz Woodson Title | Company You Repre | sent Sundian | Clausius 15 aus |
| Company Mailing Address 3445 N2 12th Tauv | Ff. Landara City | Lala Pl State | 3333 4 Zip Code |
| Telephone Number (959) 772.0884 | Fax Number (\$54)_ | 566-7329 | |
| Email Address Milas @ Suncleau. Go | eu | | |

CITY OF POMPANO BEACH MANDATORY SITE VISIT

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| ATTENDEES NOTE: Furnish complete information. This completed form becomes the basis of the mailing list for all addenda. Only companies represented on this sheet may submit for the above-named project. |
|--|
| Name JINTSCHEN VP Company You Represent ENCOMPRESSISILICE Company Mailing Address 6555 POEDEN LINE FILAD. FI 33365 |
| Company Mailing Address 6555 FREDER (INE #TICAUD. +1 3330) City State Zip Code |
| Telephone Number (837 - 756 - 7767 Fax Number () |
| Email Address JAMES, FISCHER@ ELROMPHSS On Site, Com |
| Name Marileide Freitas Company You Represent Xperts Cleaning Title |
| Company Mailing Address 3466 NW 1744 Terr, Oakland Park FL 33309 City State Zip Code |
| Telephone Number (94) 650 - 0329 Fax Number () |
| Email Address xpertscleaning@yahoo.com |
| Name Kristen Olbel (20 Company You Represent Initial 5 Stor |
| Title Company rou representant size 5 steer |
| Title Company Mailing Address 1961 NE 25th Ave Pompano Beach FC 33062 City State Zip Code |
| Title Services |
| Company Mailing Address 1961 NF 25th Ave Porgano Beach FC 33062 City State Zip Code Telephone Number (954) 702-2053 Fax Number () Email Address Janitorial 5 Star Services @ gmail. com |
| Company Mailing Address 1961 NF 25Th Ave Ponyons Beach FC 33062 City State Zip Code Telephone Number (954) 702-2053 Fax Number () Email Address janitorial 5 Star Services & gmail. com Name Arisany Finnery Pres Company You Represent Maintenance by Title |
| Company Mailing Address 1961 NF 2572 Ave Porgans Beach FC 33062 City State Zip Code Telephone Number (954) 702-2053 Fax Number () |
| Company Mailing Address 1961 NF 25Th Ave Ponyons Beach FC 33062 City State Zip Code Telephone Number (954) 702-2053 Fax Number () Email Address janitorial 5 Star Services & gmail. com Name Arisany Finnery Pres Company You Represent Maintenance by Title |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| list for all addenda. Only companies represented on the | |
|---|--|
| Name Antawalla Huter Guner Title | Company You Represent Magnic House cleaning |
| | State Suite 219, Pompanobeach 33019 City State Zip Code |
| Telephone Number (954-6736284 | Fax Number () |
| Email Address info enatganic com |) |
| Name ZOLANGE HENNANDEZ Title | Company You Represent KENY ANTTO PTAN SYSTEM. |
| Company Mailing Address 4805 NW 79 A | V. SUITEOS DORAL FLOTADA 33166 City State Zip Code |
| Telephone Number () 7866300230 7862790402 | |
| Email Address Kelly & Kelly Jamito | rial Cons |
| Name LEONAR LO M. DALERTA Title | Company You Represent IMAGE COMPANI'S |
| Company Mailing Address 1750 W. FLORIS | City State Zip Code |
| Telephone Number (56) 844-8778 | Fax Number (5G) 844 - 8986 |
| Email Address / / DLERTA@/A | MAGECOMPANIES - COM |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| | Fax Number () |
| Email Address | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| ATTENDEES NOTE: Furnish complete information. T list for all addenda. Only companies represented on this s | 사람들은 사람들이 가장 아이들이 많아 있다면 하는데 사람들이 되었다. 그렇게 되었다. | |
|--|--|---|
| Name Jain Castro Title | Company You Represent | USSI |
| Company Mailing Address 3665 NW 24 H | | |
| Telephone Number (786) 503 -99 89 | _ Fax Number () | |
| Email Address Jairoc 2 USSI Clea | in.com | |
| Title | Company You Represent | |
| Company Mailing Address 5800 5. Sable | City Margate | F/ 33063 State Zip Code |
| Telephone Number 954 <u>5495543</u> 954 29 7 5142 | | |
| Email Address mpedraza epescle | | |
| Name Title | _Company You Represent | |
| Company Mailing Address | | |
| Company Mailing Address | City | State Zip Code |
| Telephone Number () | City | State Zip Code |
| | City _ Fax Number () | |
| Telephone Number () | City _ Fax Number () | |
| Telephone Number () Email Address Name | City _ Fax Number () _ Company You Represent | |
| Telephone Number () Email Address Name Title | City _ Fax Number () _ Company You Represent City | State Zip Code |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

ATTENDEES NOTE: Furnish complete information. This completed form becomes the basis of the mailing list for all addenda. Only companies represented on this sheet may submit for the above-named project. A SHIPS, Mgh. Company You Represent Cleaning to Floor Company Mailing Address 2003 Mearo Parkway, Margate, Fl 33063 Telephone Number 954 662-3735 Fax Number 954 391-5088 Email Address into @ Ctfcleaning. com Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address Company You Represent Name Title Company Mailing Address _____ City State Zip Code Telephone Number () Fax Number () Email Address Name Company You Represent Title Company Mailing Address _____ City State Zip Code Telephone Number () ______ Fax Number () _____ Email Address

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| | MANAE ES. | | | | |
|---|------------|----------------------------|-----------|-------|----------|
| Company Mailing Address 110 | W. SUNDISE | BLUD | FL- | | 33311 |
| | | | | | |
| Telephone Number (954 929 | -0509 | Fax Number (|) | | |
| Email Address PROJAS & TA | IANOLE SER | Vices . C | om- | | |
| Name | | Company You | Represent | | |
| Name | Title | | | | |
| Company Mailing Address | | | | ~ | |
| | | | | | Zip Code |
| Telephone Number () | | Fax Number (|) | | |
| Email Address | | | | | |
| Name | T:41. | Company You l | Represent | | |
| | Title | | | | |
| | | | | | |
| Company Mailing Address | | City | | State | Zip Code |
| | | City Fax Number (| | | V. T. |
| Company Mailing Address | | | | | V. T. |
| | | Fax Number (|) | | |
| Celephone Number () | | Fax Number (|) | | |
| Telephone Number () Email Address Name | Title | Fax Number (|) | | |
| Celephone Number () | Title | Fax Number (|) | | |
| Celephone Number () | Title | Fax Number (Company You I |) | State | Zip Code |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

ATTENDEES NOTE: Furnish complete information. This completed form becomes the basis of the mailing list for all addenda. Only companies represented on this sheet may submit for the above-named project. ESTRELLITA INC DBA Name Dowald Chambers Company You Represent ANAGO OF SOUTH FLORIS Company Mailing Address 20 50 27 % AUE Pompan BEACH FL 33069

City State Zip Code

Telephone Number () 561-454-7354 Fax-Number () 954-580-0686 Email Address dchambers anagosFL.com Company You Represent _____ Title Company Mailing Address State Zip Code Telephone Number () ______ Fax Number () _____ Email Address Company You Represent Name Title Company Mailing Address _____ City State Zip Code Telephone Number () _____ Fax Number () _____ Email Address Company You Represent Title Company Mailing Address _____ State Zip Code Telephone Number () ______ Fax Number () _____

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Title Company Mailing Address | list for all addenda. Only companies represente | ad on this sheet may submit for the above-hamed project. |
|---|---|--|
| Company Mailing Address | Name Courtney Stephons | Dwne Company You Represent Charing Systems |
| Telephone Number (184 193 2442 Fax Number () | Company Mailing Address 1773 | St pd 7 Low Serbill PC 33313 City State Zip Code |
| Name Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address City State Zip Code Telephone Number () Fax Number () Email Address Company You Represent | Telephone Number 954 793 249 | Fax Number () None |
| Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address Name Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address Name Company You Represent Title Company Mailing Address | Email Address Comet Cleaving S | Stans & Gmail. Com |
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| Email Address Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () Fax Number () Email Address Company You Represent Title Company Mailing Address Company You Represent Title | Company Mailing Address | City State Zip Code |
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| City State Zip Code Telephone Number () Fax Number () Email Address Company You Represent Title Company Mailing Address | NameT | |
| Name Company You Represent Title Company Mailing Address | Company Mailing Address | City State Zip Code |
| Name Company You Represent Title Company Mailing Address | Telephone Number () | Fax Number () |
| Title Company Mailing Address | Email Address | |
| Company Mailing Address | NameT | Company You Represent |
| City State Zip Code | Company Mailing Address | City State Zip Code |
| Telephone Number () Fax Number () | Telephone Number () | Fax Number () |
| Email Address | Email Address | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name Angela Sofadi Business Development Title | Company You Represent bleam Space In (|
|---|--|
| Company Mailing Address 3764 NW 124 | City OState Zip Code |
| Telephone Number (75) 252-5566 | Fax Number () |
| Email Address <u>a Safadi a cleansp</u> | aceonline.com. |
| NameTitle | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | |
| Email Address | |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | |
| Email Address | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

ATTENDEES NOTE: Furnish complete information. This completed form becomes the basis of the mailing list for all addenda. Only companies represented on this sheet may submit for the above-named project. Led Williams JR Director Company You Represent Able Business Company Mailing Address 1234 N.W. 79st Miami FL. 33147
City State Zin Code Telephone Number (305) 436-5099 Fax Number ()

Email Address ted@ablebusiness services.com Company You Represent _____ Title Company Mailing Address State Zip Code Telephone Number () ______ Fax Number () _____ Email Address Company You Represent _____ Name Company Mailing Address State Zip Code Telephone Number () Fax Number () Email Address ____ Company You Represent _____
Title Name _____ Company Mailing Address _____ City State Zip Code Telephone Number () ______ Fax Number () _____

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|---|
| Name Led Williams Jr Director Company You Represent Able Business Title |
| Company Mailing Address 1234 N.W. 79st Miami FL 33147 City State Zip Code |
| Telephone Number 305) <u>636 – 5099</u> Fax Number () |
| Email Address ted able business services |
| Name Mikt Woodson Division Suls Company You Represent Sunshing Clausing Title |
| Company Mailing Address 3445 NG [7" Taux Fl. Landqulate Fl 33334 City State Zip Code |
| Telephone Number (954) 772.0884 Fax Number (954) 566-7375 |
| Email Address Milaga Sunclan. com |
| Name Emanuel Vitor Office Manager Company You Represent MT Professional (16) |
| Company Mailing Address 1909 NW 32nd 51, Bay 6, Formpano Beach, FL 33064 City State Zip Code |
| Telephone Number (954) 418 6 2 48 Fax Number (954) 708-2737 |
| Email Address Contact amajcleaning - Com |
| Name MAX Charlatte Company You Represent Migh Sources INC |
| Company Mailing Address 13/94 US HIGHY 36 RIVER UNER FL 33578 City State Zip Code |
| Telephone Number (8/3) 296 - 1080 Fax Number (484) 377- 8466 |
| Email Address OPERATIONSM D High Sounces INC. Com |

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RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name ZOLANGE HERNAWDEZ Title | Company You Represent KELLY JANITORIAL SYSTEMS INC. |
|---|--|
| Company Mailing Address 4805 NW 79 AVS | |
| Telephone Number () 7866300230 | |
| Email Address Kelly @ Kelly Janiton | ial-com |
| Name Mavilide Freitas Title | Company You Represent Xperts Cleaning |
| Company Mailing Address 3466 NW 1749 Ter. | Oakland Park, FL 33309 City State Zip Code |
| Telephone Number (94) 650-032 9 | Fax Number () |
| Email Address xpertscleaning@ youho | 00.com |
| | |
| Name Wendy Keen Title | Company You Represent Leaving |
| Name Wendy Keen Title Company Mailing Address 3466 NW 174 Te | Company You Represent Leaning V. Oakland Park, FL 33309 City State Zip Code |
| Company Mailing Address 3466 NW 174 Te | Company You Represent Leaning V. Oakland Park, FL 33309 City State Zip Code Fax Number () |
| Company Mailing Address 3466 NW 174 Te | City State Zip Code Fax Number () |
| Company Mailing Address 3466 NW 174 Te Telephone Number (954) 260-3030 Email Address Xperts cleaning@yal Name Down W Chambar Title | City State Zip Code Fax Number () Company You Represent Establish Tyle RBA ANAGOOF SF |
| Company Mailing Address 3466 NW 174 Te Telephone Number (954) 260-3030 | City State Zip Code Fax Number () Company You Represent Establish Tyle RBA ANAGOOF SF |
| Company Mailing Address 3466 NW 174 Te Telephone Number (954) 260-3030 Email Address Xperts cleaning@yal Name Down W Chambar Title | City State Zip Code Fax Number () Company You Represent Establing TVC RBA AWAGOOF SFA City State Zip Code |

SIGN IN SHEET

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| list for all addenda. | Onl | y companies represented on this | s sheet may submit for | the above-named | project. |

| Name Joel Paretas VV Develogment Company You Represent High Sources |
|--|
| Company Mailing Address 13194 US Hwy 3015. #153 Riverview FL 33578 City State Zip Code |
| Telephone Number (83) 290 - 1080 Fax Number (484 377 - 8466 |
| Email Address Jeanel as @ high Sources inc. com |
| Name Kristen (16e) CED Company You Represent Janitorial S star Title Services |
| Company Mailing Address 1961 NE 25th Are Pompar, Beach Fr 33062 City State Zip Code |
| Telephone Number (954) 702-2053 Fax Number () |
| Email Address janitorial 5 star Services @ Smail.com |
| |
| Name Arisanne Finarry Company You Represent Maintenance The. Title |
| de la tima Riddina |
| Name Arisanne Finarry Company You Represent Maintenance The Company Mailing Address 1335 Objected by Md Steson WPB Ft 33401 |
| Name Arisanne Finarry Company You Represent Maintenance The. Title Company Mailing Address 1335 Oberchder Ad Steson WPB Fl 33401 City State Zip Code |
| Name Arisanne Finarry Company You Represent Maintenance The Title Company Mailing Address 1335 Objected by Add Ste 500 WPB Fl 33401 City State Zip Code Telephone Number (561) 659 9791 Fax Number (561) 659 9789 |
| Name Arisang Finarry Company You Represent Maintenance The Company Mailing Address 1335 Objected by Stesson WPB Fl 33401 City State Zip Code Telephone Number (561) 659 9791 Email Address Office a) OT building maintenance. Com Name Our 1911 Deplets Owner Company You Represent Clean Freek's Jan to |
| Name Arbana Finarry Company You Represent Waintracace Inc. Title Company Mailing Address 1335 Objected by Address WPB F1 33401 City State Zip Code Telephone Number (561) 659 9791 Email Address Office @ OT building Maintracace . Com Name Owright Office Company You Represent Clean Freek's Jan to Title |

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|---|----|
| Name Madid Pedra La Company You Represent P.C.S. Corp. Title | |
| Company Mailing Address 5800 S. Sable Cir Hargate Fl 33063. City State Zip Code | |
| Telephone Number (154) <u>549 5543</u> Fax Number () | |
| Email Address mpedraza e posolean up. com | |
| Name David M: Conan Company You Represent 3 Phrssurer Class | la |
| Company Mailing Address 220 NE 315 Street Pampena Beach F/ 33064 City State Zip Code | |
| Telephone Number (954) 676 - 6408 Fax Number () | |
| Email Address dand ppressure cleaning 26/2 @ gingil. com | |
| Name Company You Represent | |
| Company Mailing Address City State Zip Code | |
| Telephone Number () Fax Number () | |
| | |
| Email Address dans pressure cheening do 10 60 2 and cour | |
| Name JIM #3 CHER VP Company You Represent ENEMPHIN CSICO | |
| Name JIM #3 CHER VP Company You Represent ENEMPHIN CSICO | |
| Name JIM #3 CHER VP Company You Represent EMM Muss CSI Co | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name AUTELIA MCCOLLUM Company You Represent JJL CLEANING Title Company You Represent JJL CLEANING |
|---|
| Company Mailing Address 201 56 15th Ter Deerfield Beach FL 33441 City State Zip Code |
| Telephone Number () 561.507.6323 Fax Number () 954.573.7555 |
| Email Address 4 fleten Services @ gmarf. com / JICLEAN SERVICES & GMALL. com |
| Name Angelo Soladi Bushops Company You Represent bleon Spore, I. |
| Company Mailing Address 3764 NW 124th Ace Spring Fl 33065 City State Zip Code |
| Telephone Number $(75)^{9}$ $\rightarrow 52 - 5566$ Fax Number $()$ |
| Email Address OSOFORDIE clean Space on hime . com |
| Name LEONARDO M. DALERTA Company You Represent THAGE COMPANIO 1750 N FLORISA MANGO RD SUITE 103 WEST PALM BEACH, FL.339 |
| Company Mailing Address Lower But City State Zip Code |
| Telephone Number (561) 844-8778 Fax Number (561) 844-8986 |
| Email Address / dalerta @IMABECOMPONIES, COM |
| Name Company You Represent Title |
| Company Mailing Address City State Zip Code |
| Telephone Number () Fax Number () |
| Email Address |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name Georges IDANI BIL Namey Company You Represent CHI-ADA CORPORATE |
|--|
| Company Mailing Address 4820 wet Comme cial Blv Tumarac Africa State Zip Code 33 |
| Telephone Number (954 777 5777 Fax Number (959 777 5147 |
| Email Address IDANIE CHIADACOR PORATION, COM |
| Name Jain Castro Company You Represent USS 1 Title |
| Company Mailing Address Jain C Dussi Clean. Com |
| Telephone Number (*) (786) 503 – 9589 Fax Number (*) |
| Email Address 3665 NW 124th preme Coral Synnss, FL 3366 |
| Name Antawana Huter Durer Company You Represent Notante |
| Company Mailing Address 2700 W AT Land To Box Dompono 33019 City State Zip Code |
| Telephone Number () 954 1073 10284 Fax Number () |
| Email Address into Cnatganic.com |
| Name Company You Represent Title |
| Company Mailing Address City State Zip Code |
| Telephone Number () Fax Number () |
| Email Address |
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SIGN IN SHEET

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| ATTENDEES NOTE: Furnish complete information. list for all addenda. Only companies represented on this | | | |
|--|----------------------|--------------------|-------------------|
| Name Rebecca Parade Vice President Title | Company You Represer | nt <u>Uncle</u> Sa | mis Contrac |
| Company Mailing Address Po Box 8) | Hebron | CT | 06248 |
| Company Maning Manieso 10 Sex 9 | City | State | Zip Code |
| Telephone Number (86°) 310 8035 | Fax Number () | | |
| Email Address rebecca, parade uncl | eseims contractor | s.com | |
| Name Sanvel Burgos Title | | | |
| Company Mailing Address 2608 NW 79th | Are Margate | FL | 33063 Zip Code |
| Telephone Number (860) 890 3254 | Fax Number () | | |
| Email Address Sburgos a unclesams | ontractors. (Or | η | |
| Name | Company You Represen | nt | |
| Title | | | |
| Company Mailing Address | City | State | Zip Code |
| Telephone Number () | Fax Number () | | |
| Email Address | | | |
| Name Title | Company You Represen | nt | |
| Company Mailing Address | City | State | Zip Code |
| Telephone Number () | Fax Number () | | |
| Email Address | | | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name 1414 Lofas - AMADIA | Company You Represent | LANGLE SER |
|--|--|------------------------|
| Company Mailing Address Rojas | City State | e Zip Code |
| Telephone Number () | | |
| Email Address | | |
| Name PATTY ROJAS - MAN | Title Company You Represent \(\sum_{n} \) | ANGLE SER |
| Company Mailing Address 170 00. | SUNGISE BLUD FT BUT | EDALE TL e Zip Code |
| Telephone Number (274 - 922-05) | | 0.7 |
| Email Address Phojns of ThiANE | be Selv. | |
| | | |
| Name | Company You Represent Title | |
| Name Company Mailing Address | Title | e Zip Code |
| | Title City Stat | e Zip Code |
| Company Mailing Address | City Stat Fax Number () | e Zip Code |
| Company Mailing Address Telephone Number () Email Address | City StatFax Number() | e Zip Code |
| Company Mailing Address Telephone Number () | City Stat Fax Number () Company You Represent Title | e Zip Code |
| Company Mailing Address Telephone Number () Email Address Name | City Stat Fax Number () Company You Represent Title City Stat | e Zip Code |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name Cou-may Stapthen | Company You Represent Come + Cleaning Systa |
|----------------------------------|---|
| Company Mailing Address Omed Pan | Systems of Commission Com City State Zip Code |
| Telephone Number (95/2 793-24/42 | Fax Number () Now 2 |
| Email Address 1773 N Start | 6 7 Landerhill Floris |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |
| Name Title | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

| Name LEONARdo MANDGE, | Company You Represent IMAGE |
|---------------------------------|-----------------------------|
| Company Mailing Address 1750 NM | City State Zip Code |
| Telephone Number (561) 844-8778 | Fax Number (561) 844-8986 |
| Email Address / JALERTA IMA | GECOMPANIES. COM |
| NameTitle | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |
| NameTitle | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |
| NameTitle | Company You Represent |
| Company Mailing Address | City State Zip Code |
| Telephone Number () | Fax Number () |
| Email Address | |

SIGN IN SHEET

RFP NUMBER: E-02-20

RFP NAME: Janitorial Services

DATE: 10/24/20

ATTENDEES NOTE: Furnish complete information. This completed form becomes the basis of the mailing list for all addenda. Only companies represented on this sheet may submit for the above-named project. YES, Mgh. Company You Represent Civily to Floor Cleaning Company Mailing Address 3003 Heado Parkway Margate, F1 33063
City State Zip Code Telephone Number (154) 1062 - 2735 Fax Number (954) 391-5088 Email Address ING @ CHECKANING, COM Company You Represent Title Company Mailing Address City State Zip Code Telephone Number () ______ Fax Number () _____ Email Address Company You Represent _____ Title Company Mailing Address _____ State Zip Code Telephone Number () ______ Fax Number () _____ Email Address Name _____ Company You Represent ______
Title Company Mailing Address _____ Zip Code City State Telephone Number () ______ Fax Number () _____ Email Address



City of Pompano Beach, Purchasing Division 1190 N.E. 3rd Avenue, Building C Pompano Beach, Florida, 33060

November 4, 2019

ADDENDUM #2, RFP E-02-20

Janitorial Services

To Whom It May Concern,

The following change has been made to E-02-20:

• Line Items have been modified so that monthly, quarterly and semi-annual subtotals would equal the total annual contract.

Addendum #2 is posted on the City's eBid website: http://pompanobeachfl.ionwave.net. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions is 5:00 p.m. (local), November 5, 2019.

The deadline for acceptance of proposals in the eBid system is <u>2:00 p.m. (local)</u>, <u>November 12, 2019.</u>

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website



City of Pompano Beach, Purchasing Division 1190 N.E. 3rd Avenue, Building C Pompano Beach, Florida, 33060

November 12, 2019

ADDENDUM #3, RFP E-02-20

Janitorial Services

To Whom It May Concern,

The following change has been made to E-02-20:

• Line Item 2.4 has been modified so that monthly, quarterly and semi-annual subtotals would equal the total annual contract.

Addendum #3 is posted on the City's eBid website: http://pompanobeachfl.ionwave.net. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions has passed.

The deadline for acceptance of proposals in the eBid system <u>has been changed</u> to <u>2:00 p.m. (local)</u>, <u>November 18, 2019</u>.

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website

Questions & Answers

Event Information

Number: E-02-20 Addendum 3
Title: Janitorial Services
Type: Request for Proposals

Issue Date: 10/9/2019

Question Deadline: 11/5/2019 05:00 PM (ET) Response Deadline: 11/18/2019 02:00 PM (ET)

Notes: The City will receive sealed proposals until **2:00 p.m. (local)**, **November 18, 2019**.

Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified, will not be considered. Any uncertainty regarding the time a proposal is

received will be resolved against the Proposer.

Proposer must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the eBid System as a pdf at: https://pompanobeachfl.ionwave.net. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. A list of proposers will be read aloud in a public forum.

MANDATORY PRE-BID CONFERENCE AND WALK-THRU

A mandatory pre-proposal conference and mandatory walk-thru will be held on October 24, 2019 at 8:00 AM. (local) in the Commission Chambers, 100 West Atlantic Boulevard, Pompano Beach, Florida 33060. Walk-thru of the City Buildings will follow the pre-proposal conference. Plan to arrive 15 minutes early for the sign-in, which will close at the commencement of the walk-thru. Failure to attend the Mandatory Pre-proposal Conference and Mandatory Walk-thru will result in rejection of your proposal.

Published Questions

| Question | The answers provided to some of the questions indicate that the requested information would be provided in addendum one. Addendum #1 does not contain the requested information. Will a new addendum be issued? |
|----------|---|
| Answer | The square footage and scope for Fire Logistics is included in "E-02-20 Janitorial Services - Revised," which is available in the attachments tab of addendum-1. |
| Asked | 11/1/2019 10:50 AM (ET) |

Page 1 of 2 pages Deadline: 11/18/2019 02:00 PM (ET) E-02-20 Addendum 3

| | Exhibit A , NT E-02-20 and Contractor 5 Nessponse |
|----------|---|
| Question | What company currently holds this contract? |
| Answer | Image Janitorial Services |
| Asked | 10/14/2019 10:17 PM (ET) |
| Question | Hello, If bid is approved and awarded, when is that selection made and when is the estimated time that contract will start? |
| Answer | The current contract expires January 29, 2020. We need to have the new contract done before then so we don't have a lapse in service. The services should start January 30th, which is a Monday. If everything goes according to plan this particular contract will be dated, meaning its term will start January 30, 2020 and end January 29, 2021 regardless of when it's executed. |
| Asked | 10/10/2019 07:14 PM (ET) |

Page 2 of 2 pages Deadline: 11/18/2019 02:00 PM (ET) E-02-20 Addendum 3



E-02-20 Addendum 3 Sunshine Cleaning Systems, Inc Supplier Response

Event Information

Number: E-02-20 Addendum 3
Title: Janitorial Services
Type: Request for Proposals

Issue Date: 10/9/2019

Deadline: 11/18/2019 02:00 PM (ET)

Notes: The City will receive sealed proposals until 2:00 p.m. (local), Novem

ber 18, 2019. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any propos al received after the due date and time specified, will not be considere d. Any uncertainty regarding the time a proposal is received will be res

olved against the Proposer.

Proposer must be registered on the City's eBid System in order to vie w the solicitation documents and respond to this solicitation. The com plete solicitation document can be downloaded for free from the eBid System as a pdf at: https://pompanobeachfl.ionwave.net. The City is n ot responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid Syste m. Proposer is solely responsible for downloading all required documents. A list of proposers will be read aloud in a public forum.

MANDATORY PRE-BID CONFERENCE AND WALK-THRU

Exhibit "A", RFP E-02-20 and Contractor's Response

A mandatory pre-proposal conference and mandatory walk-thru will be held on <u>October 24, 2019 at 8:00 AM. (local)</u> in the Commission Ch ambers, 100 West Atlantic Boulevard, Pompano Beach, Florida 3306 0. Walk-thru of the City Buildings will follow the pre-proposal conferenc e. Plan to arrive 15 minutes early for the sign-in, which will close at the commencement of the walk-thru. Failure to attend the Mandatory P re-proposal Conference and Mandatory Walk-thru will result in r ejection of your proposal.

Contact Information

Contact: Jeff English Address: Purchasing

1190 NE 3rd Avenue

Building C

Pompano Beach, FL 33060

Phone: (954) 786-4098 Fax: (954) 786-4168

Email: purchasing@copbfl.com

Sunshine Cleaning Systems, Inc Information

Contact: Derek Auckland

Address: Sunshine Cleaning Systems, Inc.

3445 N.E. 12th Terrace Ft. lauderdale, FL 33334

Phone: (954) 772-0884 Fax: (954) 566-7329

Email: derek@sunclean.com

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

| Randy Kierce | randy@sunclean.com | |
|--------------|--------------------|--|
| Signature | Email | |
| | | |

Submitted at 11/15/2019 8:14:40 AM

Supplier Note

Thank You for allowing Sunshine cleaning Systems to submit and participate in your RFP for Janitorial Services . We have submitted a copy of our confidential financial statements. We have also marked this file confidential. We acknowledge receipts of addendums 1-4 Thank You

Requested Attachments

Proposal Submission

RFP #E-02-20 Sunshine Cleaning Systems proposal response.pdf

Electronic version of proposal must be uploaded to the Response Attachments tab. The file size for uploads is limited t o 250 MB. If the file size exceeds 250 MB the response must be split and uploaded as two (2) separate files.

Financial Statements

Confidential SunShine Prepared Financial Statement 2019 9 30 Confidential.pdf

Must be uploaded to the Response Attachment Tab Must be marked "Confidential"

Tier 1/ Tier 2 Local Business Form

T1_T2_Form.pdf

Complete the Tier 1/ Tier 2 Local Business form from the attachments tab, and upload it here.

Local Business Program Forms

Local_Business_Program_Forms.pdf

Local Business Program Forms from the attachments tab are to be completed and uploaded to this tab.

Bid Attributes

1 Terms & Conditions

Check the box indicating you agree to the terms and conditions of this solicitation.

Agree

| 2 | Acknowledgement of Addenda |
|---|----------------------------|
| | |

Check this box to acknowledge that you have reviewed all addenda issued for this solicitation.

Yes

3 Local Business Participation Percentage

If you have indicated local business participation on the Local Business Participation Form Exhibit A enter the perce ntage of the contract that will be performed by local Pompano Beach businesses.

10%

4 Vendor Certification Regarding Scrutinized Companies Lists (Any Dollor Amount)

Section 215.4725, Florida Statutes, prohibits agencies from contracting (at any dollar amount) with companies on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel. As the person authorized to electronically sign on behalf of Respondent, I hereby certify by selecting the box below that the company responding to this solicitation is not listed on the Scrutinized Companies that Boycott Israel List. I also certify that the company responding to this solicitation is not participating in a boycott of Israel, and is not engaged in business operations in Syria or Cuba. I understand that pursuant to sections 287.135 and 215.4725, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs. Select yes for Agree, No for disagree on the drop down menu.

Yes

5 Drug-Free Workplace

Whenever two or more bids which are equal with respect to price, quality, and service are received for the procure ment of commodities or contractual service, a bid received from a business that certifies that it has implemented a Drug-free Workplace Program shall be given preference in the award process. If bidder's company has a Drug-free Workplace Program as outlined in General Conditions, section 32., indicate that by selecting yes in the drop do wn menu.

Yes

6 Conflict of Interest

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beac h employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervis or of Elections, pursuant to Florida Statutes 112.313.)Indicate yes or no below with the drop down menu.

No

Bid Lines

| 1 | Package Header | | |
|---|---|--------|-------------|
| | Group 1 | | |
| | City Hall Area and Fire | | |
| | Quantity: 1 UOM: EA | Total: | \$81,940.08 |
| | Item Notes: Monthly Cleaning for Group 1 (77 694 Sq. Et.) | | |

| Pa | ckage Items | | | | | |
|-----|---------------------------------|----------------------------------|---|--|-------------------------|-------------------------------------|
| 1.1 | City Hall Four | Story Building | 100 West Atlantic Boule | vard Pompano Beac | h, Florida | 33060. (1st) floor. |
| | • | | m, Mail Room, Snack Roon ed (4) days per week. Mond | | , , | |
| 1.2 | Quantity: 12 City Hall (2nd | UOM: <u>mo</u>) floor. | Monthly Cost: | \$1,181.67 | Total: | \$14,180.04 |
| | ys per week. M | onday through | m, Restrooms (2), Elevator Thursday. Between 6:00 p.เ | m. and 7:00 a.m. | ervices to | be performed (4) da |
| | Quantity: 12 City Hall (3rd) | | Monthly Cost: | \$1,181.67 | Total: | \$14,180.04 |
| | | | n, Restrooms (2), Elevators Thursday. Between :00 p.m | | ervices to b | pe performed (4) da |
| | Quantity: 12 City Hall (4th) | | Monthly Cost: | \$1,181.67 | Total: | \$14,180.04 |
| | | | n, Restrooms (2), Elevators Thursday. Between 6:00 p.r | | ervices to b | pe performed (4) da |
| | | | Monthly Cost: | | Total: | \$14,180.04 |
| 1.5 | 060. | Chambers One | Story Building 100 West | Atlantic Boulevard I | ompano | Beach, Florida 33 |
| | n Areas (2). S hursday. Betw | ervices for the Ceen 6:00 p.m. a | mber, 1 conference room, Commission Chambers to b nd 8:00 a.m. When Commis h), the vendor must perforr | e performed (4) days ssion meeting are hel | per week, d (2nd Tue | Monday through Tesday, 3rd Tuesday, |
| | Quantity: 12 | ' <u>-</u> | Monthly Cost: | \$623.65 | Total: | \$7,483.80 |
| 1.6 | Description: C | | treet. strooms (2). Services to be | performed Monday t | hrough Th | ursday between 5:0 |
| | 0 p.m. and 8:0 Quantity: 12 | | Monthly Cost: | \$389.35 | Total: | \$4,672.20 |
| ı | Sudmitty. 12 | JOIVI. 1110. | Widiting Cost. | Ψ000.00 | i otai. | ΨΞ,012.20 |

| | 1.7 Fire Administration 120 S.W. 3rd Street. | | | | |
|---|--|---|-----------------------|---------|------------------------|
| | | Restrooms (2). Training Tower: onday through Thursday betwe | • | , , | , and Training Room. |
| | Quantity: 12 UOM: mo. | Monthly Cost: | \$311.48 | Total: | \$3,737.76 |
| | 1.8 Fire Logistics 1654 SW 5t | | | | |
| | | (9), Restrooms (2), Break Roov between 9:00 a.m. and 11:00 a | | Room. S | Services to be perfor |
| | Quantity: 12 UOM: mo. | Monthly Cost: | \$777.18 | Total: | \$9,326.16 |
| 2 | Package Header | | | | |
| | Group 2 | | | | |
| | Public Works, Utilities and Air P | ark | | | |
| | Quantity: 1 UOM: EA | | Total: | | \$56,067.72 |
| | Item Notes: Monthly Cleaning for | r Group 2 (48,618 Sq. Ft.) | | | |
| | Package Items | | | | |
| | 2.1 Purchasing Office 1190 N | .E. 3rd Avenue, Building C. | | | |
| | Office: Office Areas, Copier | including an Office area, Rest Room, Storage Room, and a 6 building, services to be perform | Conference Room. G | raphics | including the Print Sh |
| | and 6:00 p.m. | | ****** | | |
| | Quantity: 12 UOM: mo. | | \$311.48 | Total: | \$3,737.76 |
| | 2.2 Air park Tower 1001 N.E. | Toth Street. | | | |
| | Description: Office Areas, L d Monday-Thursday betwee | Lobby, Restrooms (2), Janitoria en 5:30 p.m. and 7:00 a.m | l Closet, and Snack A | rea. Se | rvices to be performe |
| | Quantity: 12 UOM: mo. | Monthly Cost: | \$467.26 | Total: | \$5,607.12 |
| | 2.3 Public Works Administrat | ion/Engineering 1201 N.E. 5tl | h Avenue. | | |
| | Description: Office Areas, Funday between 5:00 p.m. a | Restrooms (3), and a Lunch Ro and 7:00 a.m. | oom. Services to be p | erforme | d Monday through Th |
| | Quantity: 12 UOM: mo. | Monthly Cost: | \$622.96 | Total: | \$7,475.52 |

| 2.4 | Public Works | Garage 1190 N.E | . 3rd Avenue, Building | A. | | |
|-----|-----------------|--|---|------------------------|------------|------------------------|
| | | | | | | |
| | e Manager's of | | Room, Restrooms (2), Let the remaining floor are and 7:00 a.m. | | | - |
| | Quantity: 12 | UOM: mo. | Monthly Cost: | \$311.48 | Total: | \$3,737.76 |
| 2.5 | Public Works | Offices 1190 N.E | . 3rd Avenue, Building | B. | | |
| | | | | | | |
| | (2), and an Em | nployee Lunch Roc ntenance office, an | ilding consists of an Officent. The East end of the lad 3 restrooms. Services | ouilding has a Welding | shop tha | at has a small office, |
| | Quantity: 12 | UOM: mo. | Monthly Cost: | \$622.96 | Total: | \$7,475.52 |
| 2.6 | Membrane Bu | ıilding: 1205 N.E. | . 5th Avenue, Pompand | Beach, Florida, 330 | 60. | |
| | | | | | | |
| | | | | | | |
| | | rst Floor: Office ar 'Shower Rooms. | reas, Lobby and Hallway | s, Laboratory and Cor | itrol Roor | m, Elevator, Restroo |
| | | Office Areas and I | Hallways, Restrooms (2) day 7am-2pm. | , and Conference Roc | m with K | itchen Area. Service |
| | Quantity: 12 | UOM: mo. | Monthly Cost: | \$622.96 | Total: | \$7,475.52 |
| 2.7 | High Service/ | Filter Building: 3 | 301 N.E. 12th Street, Po | ompano Beach, Flori | da, 33060 | 0. |
| | | | | | | |
| | | | | | | |
| | Description: Fi | rst Floor: Hallway | (leading to) Lunchroom, | Kitchen, Restroom (1) | Break R | oom. |
| | | | Vestibule, Hallways, Con at Second Level. Service | | | |
| | Quantity: 12 | UOM: mo. | Monthly Cost: | \$311.48 | Total: | \$3,737.76 |
| 2.8 | | | Building: Next to 1205 l | | | each, Florida, 3306 |
| | 0 | | | | | |
| | | | | | | |
| | | | | | | |
| | Description: Fi | rst Floor: Restroor | ms (2) Locker Room, Sho | ower, Control Room, L | unch Ro | om Area |
| | Second Floor: | Supervisor's Office | e. Services to be perform | ned Monday-Thursday | 7am-3:3 | 80pm. |
| | | • | Monthly Cost: | | | \$3,737.76 |
| | - | | - | | _ | |

| | 2.9 Utilities Field Office: 1201 NE 3rd Avenue, Pompano Beach, F | Florida, 33060 |). | | | | | | |
|---|--|----------------|--------|-------------|--|--|--|--|--|
| | Description:Restrooms (4), Locker room (2), Breakroom. Services to be performed Monday-Thursday 7:30 | | | | | | | | |
| | Quantity: 12 UOM: mo. Monthly Cost: | \$467.29 | Total: | \$5,607.48 | | | | | |
| | 2.10 Solid Waste Offices 1190 NE 3rd Avenue Trailers, Pompano Beach, FL. 33060 | | | | | | | | |
| | Description: Restrooms (3), Offices, (5), Kitchenette, Lunch Room-Thursday after 5pm Quantity: 12 UOM: mo. Monthly Cost: 2.11 Reuse Water Treatment Plant: 1799 North Federal Highway, | \$311.48 | Total: | \$3,737.76 | | | | | |
| | Description: Restroom (1), Control room, Laboratory and Hallway Services to be performed Monday/Wednesday/Thursday Betwee NOTE: Due to security issues, cleaning may only be performed by | n 7:30 a.m. ar | · | | | | | | |
| | m., Monday through Thursday (four days/week.) Quantity: _12 UOM: _mo Monthly Cost: | \$311.48 | Total: | \$3,737.76 | | | | | |
| 3 | Package Header | | | | | | | | |
| | Group 1 | | | | | | | | |
| | | | | | | | | | |
| | Additional Services Per Specifications | Totali | | \$30,039.34 | | | | | |
| | Quantity: 1 UOM: EA Item Notes: City Hall Area and Fire | Total: | | \$30,039.34 | | | | | |
| | Package Items | | | | | | | | |
| | 3.1 Quarterly Services Per Specifications | | | | | | | | |
| | Quantity: 4 UOM: Qtr. Unit Cost: | \$3,250.16 | Total: | \$13,000.64 | | | | | |
| | Supplier Notes: Price listed is per service quantity, per quarter | , , | | . , | | | | | |
| | 3.2 Semi-Annual Services Per Specifications | | | | | | | | |
| | Quantity: 2 UOM: Half Year Unit Cost: | \$8,519.35 | Total: | \$17,038.70 | | | | | |
| | Supplier Notes: Price listed is per service quantity, semi annual | | | | | | | | |
| 4 | Package Header | | | | | | | | |
| | | | | | | | | | |
| | Group 2 | | | | | | | | |

Exhibit "A", RFP E-02-20 and Contractor's Response

| Additional Services | Per Specifications | | | | | | | |
|---|---|------------|------------|--------|-------------|--|--|--|
| Quantity: 1 UC | M: EA | | Total: | | \$22,466.02 | | | |
| Item Notes: Public \ | Works, Utilities and Air Park | | | | | | | |
| Package Items | Package Items | | | | | | | |
| 4.1 Quarterly Servi | 4.1 Quarterly Services Per Specifications | | | | | | | |
| Quantity: 4 | UOM: Qtr. | Unit Cost: | \$2,950.96 | Total: | \$11,803.84 | | | |
| Supplier Notes: Price listed is per service quantity, per quarter | | | | | | | | |
| 4.2 Semi-Annual Services Per Specifications | | | | | | | | |
| Quantity: 2 | UOM: Half Year | Unit Cost: | \$5,331.09 | Total: | \$10,662.18 | | | |
| Supplier Notes: | Supplier Notes: Price listed is per service quantity, semi annual | | | | | | | |

Response Total: \$138,007.80

City of Pompano Beach Janitorial Service RFP #E-02-20

November 12, 2019

Sunshine Cleaning Systems, Inc. 3445 NE 12th Terrace Ft. Lauderdale, FL 33334 954 772-0884



Contact:

Mike Woodson, Quality Control Manager Mike@sunclean.com

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| Litigation | 18 |
| City Forms | |

Letter of Transmittal

Thank you for accepting our proposal for Janitorial Services for the City of Pompano Beach. Sunshine Cleaning Systems, Inc. just celebrated its 43nd year as a commercial cleaning company. Our main office and corporate headquarters is located at 3445 NE 12th Terrace in Ft. Lauderdale, FL 33334. The person authorized to make representations for our firm is Randy Kierce, COO of Sunshine (ph: 954 772-0884, email: Randy@sunclean.com).

Sunshine is very familiar with the facilities of this bid as well as the City of Pompano Beach having successfully completed work in the area for over 43 years. Sunshine was founded in 1976 in Fort Lauderdale, Florida by Larry Calufetti. Sunshine offers a full range of commercial cleaning services including janitorial, pressure cleaning, carpet cleaning, terrazzo and hard floor maintenance, parking lot sweeping, specialty escalator cleaning and EnviroGuard Disinfecting Solutions. Sunshine is known for its ability to offer its clients a complete array of commercial cleaning services. In most cases, Sunshine utilizes all of its divisions when working with cities and municipalities.

Sunshine has grown to be one of the largest regional family run and woman owned commercial cleaning companies. Presently, Sunshine employs over 900 trained technicians directly related to cleaning operations. In addition to its Ft. Lauderdale headquarters, Sunshine has branch offices in West Palm Beach, Orlando, Sarasota, Florida, and Charlotte, North Carolina.

Sunshine believes it is the most qualified company and the best choice to be awarded this contract due to its experience and success with similar contracts. Working with dozens of cities and municipalities for over four decades, Sunshine has gained vast experience in providing first class cleaning services to a variety of public facilities. Sunshine is accustomed to providing services to the exact facility types in this RFP. Our expert commercial cleaning management team and staff have vast experience cleaning park facilities, government centers, community centers, libraries, rec centers, police and fire department compounds, utilities, beach areas, courthouses, and just about every other type of public facility and space imaginable. Sunshine fully understands and comprehends the scope of services having thoroughly studied the proposal and has analyzed how each task/service relates to each section of each building. Sunshine is confident in its ability to meet all requirements in this RFP and is fully committed to performing the work as specified.

Furthermore, under our current portfolio of business hundreds of our valued employees perform the very same tasks outlined in this RFP every single day. With that experience, we feel especially prepared to accept the service responsibilities for the City. We understand the importance of delivering high quality services to so many important high-profile facilities, such as City Hall, Commission Chambers, and other essential administration buildings.

Our approach to the job begins with a very structured transition. Most everyone on our transition and management team have decades of experience in work exactly described in the specifications and understands the value of a smooth changeover. When we combine experienced leadership with a welltrained staff and a quality work plan we feel confident in offering a great product to the Pompano Beach.

Speaking of quality, Sunshine takes the quality of its work seriously. That is why we have taken the time and expense of being certified and earning the Cleaning Industry Management - Green Building (CIMS-GB) standard certification with honors. CIMS Applies to management, operations, performance systems and processes. We use Standards to help us deliver consistent, quality services designed to meet the customer's specifications. With standards everything is measured with the specifications in mind. We are audited every year on these processes by independent firms. The GB designation in CIMS refers to our commitment to helping customers achieve their Green initiatives. More specifically, we help you secure points under the U.S. Green Building Council's LEED program, if applicable. We will partner with you in developing comprehensive green cleaning policies or help further your existing Green platforms.

In addition to a smooth transition, another key to our success is offering a well-managed and trained staff. Our training curriculum covers the full spectrum and is based on the particular facility we service, the tasks required and the high standards we place on our team to perform. Our training staff for this contract will include experts experienced in all facets of the industry. We utilize the collective knowledge and resources of numerous professional organizations in keeping abreast of advancements in equipment and product developments in the industry. These steps are taken to ensure that every client receives the finest services possible. Our training curriculum will be based specifically on the tasks and responsibilities outlined in the RFP.

Sunshine is proud to have a customer portfolio that is diverse having provided services to airports, sports stadiums and arenas, multi-tenant class A buildings, convention centers, cities and municipalities, health care facilities, colleges and universities, and much more. Our largest contracts include the Fort Lauderdale-Hollywood International Airport (FLL) and the Charlotte-Douglas International Airport (CLT), both entail 24 hour-7 days per week service, 365 days a year. These contracts incorporate major responsibilities and require Sunshine to provide all custodial maintenance including janitorial, window cleaning, carpet cleaning, terrazzo floor polishing and diamond grinding, specialty escalator cleaning and pressure cleaning. We are in our 32th year at FLL, an airport that sees over 30 million passengers annually and into our eighth year at CLT, which hosts over 46 million passengers.

Fees and Costs

Proposed Approach

Sunshine intends to comply with and meet the anticipated deliverables as detailed in this solicitation by completely understanding the contract, specifications and continuously striving to make incremental improvements in its performance standards. High quality standards and customer satisfaction will always be guiding principles that will be achieved through strong management and well-trained and experienced personnel. Our aim is to take full responsibility for this contract so your team can concentrate on other important matters.

The approach begins with our operations team and management staff combing through the specifications evaluating all facilities and documenting areas under our responsibility. This forms the basis of our inspections. Inspections will be covered further in this document but know that each customized inspection works in consort with our staffing, management, and work plan. The approach also relies on the accuracy of our staffing projections. We feel confident in our ability to make the most accurate plan to succeed. If minor adjustments are to be made they will occur in a timely fashion.

Having the right team in place is critical in all operations so our approach to this contract will concentrate on having the best and most efficient leadership to start and maintain the contract throughout. Our approach will encompass the transition, staffing and management plans, and training capacity. All are covered in the subsequent sections.

Transition

The first order of business in our approach is to ensure the city of Pompano Beach of a seamless transition at all facilities. Though each facility is unique a practiced and measured approach to each one will ensure continuity. Sunshine has managed dozens of large scale transitions over its more than four decades of commercial cleaning contracts. We are confident in our ability to offer a stress free transition and surpass your expectations for a clean start. In addition to experience, our success with start-ups begins with a large commitment of time and resources in planning and executing the change-over. A meticulous game plan is essential, as is having seasoned industry professionals leading the implementation. The basic components are as follows:

- The assignment of an on-site management team and temporary support management to implement the start-up.
- Schedule pre-start meetings with your designated liaisons.
- Maintain close communications with affected personnel.
- Implement the Transition Task Check List, including the development of all employee assignments and the recruitment and training of the hourly staff.

In addition to a first rate management and transition team, we rely on a comprehensive understanding of the facilities and strict compliance to the scope of services. While contracts may vary many tasks parallel the dozens of tasks at city jobs we've successfully completed in the past and currently perform. We will take great care to master each area of each facility under our responsibility. We have the knowledge and experience to minimize the learning curve.

Even prior to the award of the contract we briefly discuss and outline a tentative plan. Upon notification, meetings and planning sessions with the startup team and support personnel begin in earnest. We understand the maxim that a good start-up is never noticed, a bad start-up is never forgotten.

Before initiating service, we will augment our on-site staff assigned with our transition team. We add extra operational and management personnel along with seasoned production specialists skilled in training, equipment set-up and maintenance, inventory control, security, safety and quality control. This includes our vendors and equipment reps. They will be on location surveying and learning before the start of service and remain with the operation until it reaches consistent quality standards. One of our primary goals is to try to anticipate any potential issues that may crop up in the early part of the project.

Below is a standard transition schedule that will be adapted to your facility.

| Sunsi | | | CI p C | | - 1 - | 100 | - | | | | | In | c. | | | | | | | Ę | Seat | ing | Ship System | a, Inc. |
|---|------|------|-----------|----------|-------|------|------|-----|-----|------|-------|----|-----|------|-----|-----|-----|-----|-----|-----|------|-----|----------------|---------|
| S | tar | rt-L | lp C | he | ck | list | an | d T | ſim | ell | ne | | | | | | | | | | | | | |
| Tasks | | | Veek | | | 200 | | Hee | | | | | W | /ee} | 2 | | | | W | eek | 1 | | Start | Day 1 |
| Start-up meeting tasks: | | | 15. | | | | 1 | | - | | | | : 2 | 1.3 | | | | | 100 | -14 | 1 0 | 1 | The same | |
| Review contract and specs | 30 | - 5 | | | | 0.0 | | 4 | | 35 | | C) | | | | 10 | | 9 | | 100 | 2. | X | | - |
| Assign project tasks | | | | | | | | Т | | | | | | | | | | | | | | | | |
| Set date to meet with client to review start-up plan | | 3 . | 11.2 | | 3 | 231 | . 3 | | | .31 | 1 | | | 33 | | 0.0 | | 100 | | 13 | | | 8 : | 1 |
| Review management personnel choices | | | | | | | | T | | | | T | | | | | | | | | | | | |
| Discuss contingency plan if incumbent doesn't cooperate | 1 | 1 1 | | 7 | | | 1 | | 1 | 160 | | | | K | | | | | | 3 | | 2 | | |
| Discuss reporting and communication plan | | | | | 1 | 100 | | Т | | | | | | | | | | | | | | 1 | | |
| Discuss and review inventory control and management | | | 100 | | | 3 | | | | | | | 3 | | | | | Y S | | 13 | | | | |
| Human Resource Process | | 3 | | | | | | | | | | | | | | | | | | | | 4 | 5 | |
| Assign Sunshine management and supervision team | П | | 100 | | | | | Т | | | | | T | П | П | | 1 | | | | | | 1 | 1 |
| Review current inventory of eligible applicants | П | 2 - | 3 | П | | | | 1 | | 1 | | | | | | | | | | | | 0 | | |
| Interview incumbent personnel and other applicants | | 7.5 | 98 | 3 | 9 | 100 | | 100 | | | | .X | | 1 | | | 6 | | | :17 | | | | 5-11 |
| Place ad for new hires if needed | П | | | 100 | | | | | T | | | | | | | | | | | | | | | |
| Schedule background checks | | 1 | : 33 | | | | 3 | | . 5 | - 1 | | | 1 | | | | | 3 | | -3 | | | 13 | |
| Distribute new hire packets | | | | | | 177 | | | | - " | | | | | 100 | | | | | | | | | |
| Select senior new hires including supervisors and leads | | 2 | | | | 20 | 46 | | - | | | | 1 | 32 | | | | Ş. | | 1 | | 1 | 3 | 1 |
| Schedule training | | 1 | 3 | | dif. | 1 | | | 9 | | *(5)4 | | 6 | | | | | | 1 | | | | | |
| ID badges | 1.4 | 1 | . 3 | П | 9 | | 4 | | 3 | 24 | | 10 | | | | | | 0 | 9 | 1 | | | 100 | 100 |
| Set Up Accounting Procedures | | | - 7 | | | 135 | | | 1 | | | | | | | 1 | 3 | | | . 3 | | -7 | | |
| Set Up Time Recording and Payroli Procedures | | | 1 1 | | | | - 5% | 1 | | | | | | | | 133 | | | | | | , i | | |
| Review Equipment/Materials Needs | | | | | | | | | | | | 1 | 1 2 | | Ш | | | 1 | | 1 | | | 200 | 100 |
| Review equipment and uniform needs | | 3: | | | | 180 | 型 | - 4 | 6 | | 要 | | . 1 | 1.3 | Ц | 1 | - 1 | 1 | , | - 1 | | 2 | 1.5 | |
| Review supplies and disposables needs | | - 1 | | 100 | | 應 | 100 | | 1 | | 100 | | | | | | | | 10 | | | | 1 | |
| First Meeting with Client Representatives to: | | 3 | | | | 100 | | | | 1 | | | | 1 | Ш | | | | 1 | -) | • | | 3 - | 40 3 |
| Discuss and review start-up plan | - 4 | 3 - | 100 | | | | | | 3 | 1 | | | 1 | 1 | | | | | | - 6 | | - | 1 | |
| Review job descriptions | | 2 | - | A | BK W | 1 | 10 | | | | | | | | | | . 1 | | | | | J. | .) | |
| Discuss and review contingency plan | | 1 | 300 | 1 | GI I | | 9 | | 4 | | | | | 1 | Ш | | - | 7 | _ | - 1 | | 7 | - 3 | |
| Review floor plans | | 1 | - 1 | 3 | | | - 1 | | 1 | | | | | | | | | | | | | | | |
| Tour building/meet occupants, if approved | 1 11 | 1 | 33 | | 18 | | | | - | . 2. | 1 | | | | | | | 1 | | 1 | | 16 | 8.00 | |
| Occupant surveys | | | 藝 | | | | | | | | | | | | Ш | | 1 | | | | Ш | 1 | | |
| Discuss reporting and communication | 1 | 1 | 100 | | | | | | 1 | 10 | | 1 | | 1 | | O. | | 2 | | 1 | | 10 | | |
| Discuss and accounting procedures | | | 20 | 3 | 100 | | | | | | | | | | | | | | | | | | | |

| Tasks | | | W | eel | (4 | W. | | 980 | d | We | ek 3 | 1 | 7-4 | | | We | æk | 2 | | | | | We | ek | 1 | | Start | Day |
|---|--------|---|---|-----|-----|----|---|--------|--------|---------|---------|---|---------|---|---|--------|-----|--------|--------|--------|---------|---------|---------|---------|---------|---------|-------|-----|
| Approve uniforms | | | | 1 | 200 | | | | T | T | T | T | | | | | | \Box | I | \Box | \Box | I | \perp | | | | | |
| Develop and set up inspection schedules | 1 | T | | 88 | 1 | 1 | | 7 | T | T | T | T | | | | | | T | T | | T | I | | I | | | | |
| Review invoicing forms and procedures | | | | 靈 | 100 | | 遊 | | T | Т | T | T | Т | | П | | П | | \Box | T | | | | | | L | | |
| Second Start-Up Team Meeting to: | 1 | 1 | | | | | | | | T | T | T | Т | | | | П | Т | Т | \neg | Т | | | \perp | I | \perp | | |
| Review start-up timeline, adjust as required | 1 | | | | | | | | | | | | T | | | | | \Box | \Box | \Box | \Box | \Box | \Box | \perp | I | | | |
| Zone floors | \top | Г | Г | | | | | | | T | | | | | 煛 | | | | | | | | \perp | _ | \perp | L | | |
| Set up cleaning teams | \top | Т | | | | | | \neg | \Box | T | T | I | | | | | | | | | | | | \perp | _ | L | | _ |
| Assign project manager and supervisors | 1 | Т | | | | | | | \neg | | | | | | 籌 | | | | | | \perp | \perp | \perp | | 1 | \perp | | _ |
| Discuss reporting and communication | | Т | | | | | П | \Box | \neg | T | | T | Г | | | | | | | | | | _ | | 1 | \perp | | |
| Set up ongoing training schedule | | | | | | | | | | | I | L | L | | | | | | | | | | _ | 1 | 1 | ┸ | | _ |
| Purchasing | \top | Т | Г | | | | | | | T | | T | L | | | \Box | | | | | | | _ | _ | 1 | 1 | | |
| Order equipment and uniforms | | Г | | | | | | | 100 | T | T | I | | | | | | | | | | | | | 1 | 1 | | |
| Order supplies and disposables | | | | | | | | | 108 | | | I | | | | | | | | | | | \perp | | _ | 1 | | _ |
| Order phone lines for Sunshine on-site office | | | | | | | | | 100 | \Box | T | L | | | | | | | | | | | | 1 | | 1 | | |
| Order office furniture and delivery | \neg | T | Г | | | | | П | 99 | Т | \Box | T | L | | | | | | | | | | | | 1 | 1 | | |
| Second Meeting with Client Representatives to: | | T | | | | | | | | \Box | \perp | I | I | | | | | | | | | | _ | 1 | \perp | 1 | _ | _ |
| Discuss start-up timeline, adjust as required | | T | T | | Г | Г | | | | \top | T | T | I | | | | 部 | | | | | | | _ | _ | _ | | _ |
| Review specifications and floor plans | | Т | Г | | | | | | | | T | I | L | | | | 20 | | | | | | | _ | 1 | 1 | | _ |
| Discuss key control, secure areas and security issues | | Т | Т | | Г | Г | | | | | | T | | | | | 襞 | | | | | | | _ | 1 | _ | | |
| Discuss billing | | Т | Г | | | | | | | \Box | \perp | I | I | | | | 题 | | | | | | | _ | _ | _ | | _ |
| Discuss loading dock-shipping and receiving | | | | | | | | | \Box | | T | L | | | | | 壅 | | | | | | | _ | 1 | 1 | | _ |
| Discuss training schedule | | T | Г | | | | | | | \Box | | | | | | | 뿊 | | | | | | | 1 | 1 | _ | | _ |
| Identify storage and janitor's closets | | | | | | | | | | \perp | \perp | L | | | | | | | | | | | _ | _ | 1 | 1 | | _ |
| Review building evacuation and emergency plans | | | | | | | | | | \Box | 1 | | L | | | | 63 | | _ | | _ | | 4 | 4 | 4 | + | | - |
| Identify limited-access areas | | L | | | | L | L | Ш | | 1 | 1 | 1 | 1 | | Ц | | | | _ | _ | _ | _ | 4 | 4 | 4 | 4 | - | - |
| Identify areas not to be serviced | | | | | | | L | Ш | | 1 | 1 | 1 | \perp | L | Ц | | | | | | _ | | 4 | 4 | 4 | 4 | - | _ |
| Discuss reporting and communication | | | | | L | | | | | _ | | 1 | | | | | No. | | | | _ | | _ | _ | 4 | _ | | - |
| Discuss cleanable square footage report | | | | | | | | | | | | | L | | Ц | | 1 | | | | _ | _ | _ | 1 | 4 | 4 | | - |
| Review new hires and personnel needs | | | | | L | | | | | | \perp | 1 | \perp | | Ш | | | | | | _ | | _ | 4 | 4 | 1 | | _ |
| Discuss and review zoning | | | | | | | | | | | | | | | Ц | | 瓣 | | | | _ | | _ | _ | 4 | 4 | | - |
| Third Meeting with Client Representatives to: | | | | | | | | | | | | | L | | | | | | | | | | | 4 | 4 | 4 | | _ |
| Discuss start-up timeline, adjust as required | | Т | | | | | | | | | | 1 | L | | | | | Ш | | | | | | _ | 4 | 4 | | _ |
| Review expectations | | | Τ | | | | | | | | | L | | | | | | | 95 | | | | \Box | 4 | 4 | 1 | | _ |
| Set periodic schedule | | I | Γ | | | | | | | \perp | | | | | | | | | 100 | | | | | _ | 4 | 1 | | - |
| Discuss monthly building assessment | | | | | | | | | | | | | | | | | | | 濕 | | | | | | | | | - |
| Review Final Preparations w/Mgmt Team, Include: | | T | T | | T | | | | | T | T | I | | | | | | | | | S | | | | | 1 | | 1 |
| On-the-job-training | | | | | | | L | | | | | I | | | | | | | | | | | | | | | | _ |
| salety | | | | Г | | | | | | | | I | | | | | | | | | | 8 | | 100 | | | 100 | |
| OSHA | \neg | Т | Т | T | T | Т | Т | П | П | 1 | T | T | T | Г | | | | | | | 25 | | | 331 | 100 | 8 | 11 | |

| Tasks | | V | eel | (4 | | | We | ek 3 | | | | W | eek | 2 | | | | We | ek | 1_ | | Start | Day 1 |
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| EPA | | | | | | | | | | | | | | | | | 100 | | | | | | |
| Policies and procedures | | | | | | 3 | | | | | | 200 | Y . | | 3 48 | 55 | | 10 | | 8 | | | 200 |
| Chemicals | | 100 | . 1 | | | | | | | | | | | | | | 188 | 105 | - | 14 | | | |
| Custodial procedures | | 13 | | | | 3 . 3 | | | 17 | 1 | | | | | 1 | | | | | | | | |
| Time recording | 5 | 1 | | 33 | 130 | 1 2 | 75 | - 3 | | 3.1 | | | | 3 | 1 | | 93 | 100 | - | | - | | - |
| Work rules | 1 | - 19 | | | 1 | 3 4 | | 3 | | | 100 | | Sec | | | 39 | | 100 | 1 | 0 | 1/8 | | |
| Badges | | | | | 3 | 1 | | - 3 | | | | | | | | | | | 4 | 1 | | | |
| MSDS | 6 | 100 | 19 | 13 | | 3 1 | | | 1.3 | | | 43. | | 3 | 4 23 | | | 10 | | | | | \$10,00 |
| Workers right to know | | 17 | | 1 | | 3 | | | | | | 1 | Ш | | | | | | | 9 | | | |
| Service Installation and Building Orientation | | | - | -3 | 3 | 9 | | | | | 1 | 150 | 100 | | 4.60 | | | | 4 | | | | 0.00 |
| Provide associates position and work descriptions | | 19 | | 30 | 10 | | | | | 13 | | 7.3 | | | | | | | 1 | 3 | 1 | 1 | 2500 |
| Distribute uniforms | 8 | 1 | | | | | | | | | | | Ц | | | 3 | | 50.0 | 4 | | - | | - |
| Receive equipment and supplies | | 20 | _ | 100 | 2 | | 147 | - 1 | 13 | | - 1 | - 1 | | 1.5 | | 2 | | | | | | | |
| Stock & arrange janitor's closets/storage. Place MSDS | | | | | | | | | | | | | | | | L | Ш | 333 | _ | | | | |
| Furnish and occupy Sunshine office | : | | | 1,5 | | | 1 | 143 | | 1. : | | | Ш | 70 | | | | | | | | | 34 5 |
| Tasks and specifications orientation | 9 | | | 13 | 3 8 | 3 | | 100 | | 95 | 3 | 2.5 | | 186 | 7 7 | 1 | | 3% | - 13 | | | | 3 |
| Final Start-Up Team Meeting to: | | | | | | | | | | | | | Ц | | | L | Ш | | 1 | | | | |
| Review every aspect to ensure successful start-up | 36 | | | 1 | 1 | | 1. | 1. | | 2.1 | | 115 | Ш | 110 | 150 | 3 | Ш | | 1 | | | 1 | 50 |
| Start Day | 1 | | | 1 | | 0 | | - | | 1 | 1 | | | | | 1 | Ш | 35 | 4 | | | | |
| Meet with Client Representatives to: | 3.5 | 7 | | - 2 | | | | | | | | | Ц | | | L | Ш | | 4 | 100 | | | |
| Evaluate startup | | 1 | | 100 | | | 3 | - 50 | | 1. | 1 | - 2 | | N. C. | 10 | | | 1 | 1 | 10 | | - | SV |
| Discuss Issues and concerns | | | | | | 1 | | 11 | | | 1 | | | | | | | | \perp | | | | 10 mg |

Staff Recruitment

In staffing an account with existing employees, we typically interview the current staff with the intention of retaining as many quality employees as possible. Whether retaining staff or recruiting new hires we have in place a comprehensive onboarding program to assure the placement of an experienced, professional, reliable, and well-qualified staff. In the event that additional personnel are needed, Sunshine's HR team uses a variety of techniques and programs to evaluate, hire, develop and motivate employees. The progression begins during the interview process where we attempt to uncover the applicant's attributes specific to the job. Hiring correctly increases the probability for successful employment. Making a mistake at this stage creates a far greater challenge.

The goal after the hiring is complete is for the employee to precisely know his or her job functions. This is done through clear job descriptions which creates an agreement and baseline for evaluation. The descriptions will be taken directly from this RFP so no task is left undone. Employee evaluations, directed through our outstanding HR department, are made by supervision and the management team and are dictated by the role each plays. Where appropriate, customers participate in the evaluation of key employees. Evaluations are conducted in a positive manner with the goal of improving the skills and knowledge of the employee and making the employee more valuable to the operation.

All of us at Sunshine are committed to maintaining a positive, safe and healthy work environment and to providing personal and career growth opportunities for our employees and team partners. We treat our team members fairly and create a work environment that fosters cooperation, respect and shared values. We acknowledge and reward individual and team contributions and celebrate success. We strive for excellence in performance and are passionate about customer service and known for doing what it takes to achieve our goals.

Management Plan

Sunshine's management plan will adhere to the specifications and high quality standards required on a daily basis. Providing service that is prompt and courteous with a customer centric fashion is always part of our management plan and quality control platform. As described in our Quality Control section in this tab, we will rely a great deal on eHub technology to help employ and monitor the scope of services. The Project Manager will always be aware of the work being performed via work schedules and our eHub technology. Our PM will also physically move around each facility to monitor work performance and standards. We strongly believe in Management by Walking Around (MBWA). This process will be relied upon to make sure the scope of services is being carried out and that all service requirements are being reported.

Inspections will play a big role in our management of this contract. Responsibility for daily inspection/surveillance of workmanship will rest with our Area Managers and Project Manager. Our Quality Assurance Manager and Quality Assurance Inspector will make regularly scheduled inspections to ensure the level of quality remains consistent with our client's expectations. Finally, as an additional level of surveillance, other corporate staff will perform random periodic on-site inspections.

We rely on our cleaners to be the first line of carrying out the scope of work. Our management plan calls for strict and repeated training until each cleaner understands his or her task. Each cleaner will report to a working lead that also monitors their area of responsibility. The work crews and leads report to the supervisor. Depending on the facility this could be a person in charge of a building or a group of facilities. Supervisors, in turn, report to the Project Manager who has responsibility over the entire project. All of our Project Managers are thoroughly trained to run large complicated project and have the skills and judgement to be successful.

Quality Control

As noted, our operation team believes the general cleaner is the first line of quality. We train and expect the job to be completed in the correct manner the first time. The immediate supervisor will follow the work with a discerning eye so that it is completed to his or her satisfaction. These same standards are duplicated for each facility and each task. By looking at the job task assignments for each facility, whether it's a library, utility site, high profile public use complex, or a maintenance office, each work task will be systematically broken down to make the entire process manageable and easily understandable to our cleaning staff.

After a period of forty-five to ninety days our cleaning schedules are reassessed by our operations manager and site supervisors with input from front line staff and our Quality Control Manager. Here again is an opportunity to modify the procedures to reach optimum efficiencies and quality. Our goal is continuous improvement. This strategy continues throughout the life of the contract. In addition to updating how we go about a task, we evaluate our equipment. Over a several year contract we often encounter new technologies and more efficient pieces of equipment and adopt those technologies into our work plan.

In addition to various cleaning guidelines, oversight, and paper inspection forms, Sunshine utilizes technology in its operations to enhance quality control. A large part of our management process, quality control, and communications can be easily orchestrated through our eHub On-the-Go mobile application. With a tablet or smart phone in the field eHub allows our managers and supervisors to easily track work orders, perform inspections, respond to action items, and monitor employees using geo-location tracking.

The eHub customer interface will allow the Citiy's staff to submit and monitor action items, perform inspections, view deficiencies and track our team's progress in real time. eHub is part of TEAM Financial, whose software we've been utilizing for more than 20 years. The program is designed especially for building service contractors to assist in all forms of reporting such as quality assurance reports, producing work tickets, labor reports, P&Ls, purchase orders, invoicing, payroll and budgets. It also assists in work loading jobs, bidding and estimating, and helps streamline our operations, accounting and financial records.

The procedures for completing the required job emanate from our work plan which outlines all tasks for every job. The plan is created with the help of an advanced computer work loading system. Elements, such as square footage, timed tasks (based on motion studies), and observational variables are loaded into the program giving a general guideline to the proper staffing required, equipment needed and time allotted to complete a task. When put into practice, these guidelines are subtly fine-tuned to meet job peculiarities and other real world situations. Our ability to fully understand the specifications creates the foundation of a successful project.

eHub Mobile

on the go solution from TEAM



PROJECT MANAGER FEATURES

- . Create, modify & complete work tickets
- . View job location & map it
- . Perform inspections or surveys on site & add photos & notes
- View inspection/survey results & manage deficiencies
- . Clock in to or out of jobs
- Verify employee location using geo-location tracking
- . Submit & monitor Action Items, customer requests or supply orders
- . Call, text or email directly from the application
- · View employee pay stubs & hours/rate info
- Review, modify or approve timekeeping records
- · Monitor employee departures & arrivals in real-time

EMPLOYEE FEATURES

- · View timekeeping records
- · View paycheck information
- View hourly benefits
- · Clock in to or out of jobs
- · Access job location information
- · Perform inspections & surveys
- View job information, messages, documents, links & events
- + Submit Action Items like customer requests or supply orders





CUSTOMER FEATURES

- . Submit & monitor Action Items like complaints or invoice disputes
- Perform job inspections or surveys
- View results & deficiencies
- View work tickets
- View dashboard
- * Monitor employee departures & arrivals in real-time

Communications Plan

Communicating and collaborating with City staff begins with a series of meetings and a closer inspection of the facilities. We want to be perfectly clear on our responsibilities and address potential discrepancies. Open communication with our counterpart is essential for us to fully offer top-notch service, as is complying with all of the City's practices, policies and procedures, work management systems, and documentation requirements. Being in constant contact with our customer is the key to customer satisfaction, a metric that is difficult to measure if there are no lines of communications.

To ensure that our systems compliment your operations and are positioned for a smooth changeover, we will meet periodically throughout the transition period with the appropriate members of your staff. These discussions will give us the opportunity to present our approach and make sure that our activities are coordinated with the on-going service program. In addition, we will be able to learn how we can best work together. These meetings will facilitate the monitoring of our efforts, help identify unexpected conditions, and generate solutions to challenges. We will provide the mechanisms to minimize transition problems and to relieve you of the burden of the day-to-day involvement.

eHub is another communications tool. As described, eHub has a customer dashboard to monitor our activities and communicate with our team in a variety of ways. We desire open and honest dialogue and make it a point to visit regularly with all stakeholders in projects such as this one. Once the job is up and running you can expect regular visits from the head of operations, our area manager, and quality control managers to assure high service standards. Listening to our customer drives our business, and acting on customer input differentiates us from the competition. We take responsibility for our work and rarely encounter an issue that does not have an easy solution. We know that a speedy resolution to any conflict is in the best interest of all parties.

Training

As a matter of course we provide well-trained, experienced professionals who undergo continuous training and professional development. Training in our organization is the cornerstone of our operations. We have been around long enough to know the benefits of well-trained employees; operational effectiveness, increased job satisfaction, improved morale, reduced compliance risk, safer work environment, customer satisfaction, account retention and a cost benefit. Training is designed to produce a competent workforce to execute the contract in a complete and safe manner. A full slate of training initiatives will be carried out for the start of the new contract at all awarded locations and will be facilitated by the training coordinator and the start-up operations team. Training records will be kept and will always be available to the contract administrator at any time. Training logs are part of our communications plan.

Basic training packages for production employees include: restroom cleaning, mopping, dusting, carpet and floor care, customer service, office cleaning, safety, trashing, recycling, policing, bloodborne pathogens, special event work, and more.

We encourage key management and supervisory personnel to attend industry seminars and conferences to keep abreast of changes and new innovations. Managerial and supervisory staff receives further instruction in basic supervision, managing people, communications in management, personnel training, evaluation and professional development coaching. A complete program covering safety, equal employment opportunity laws, discrimination and sexual harassment laws, and program development is also scheduled for all staff members.

Safety Training

Sunshine is a firm believer in the theorem that for every dollar spent in training, it is returned thirty times over in productivity. We understand the value training offers and spend a lot of time and resources to insure that our team members are prepared to service your facility. But having skillful employees is only part of the equation. Each job must be performed safely and in a safe environment. At Sunshine, safety is our number one priority. Our safety measures are not only geared for our team, they are designed for the health and safety of those around us: our customer, facility occupants and visitors.

Sunshine's workplace safety program was created and developed in compliance with all OSHA standards, and in cooperation of industry leaders. All safety regulations are strictly monitored by our in-house safety director, reviewed monthly by our in-house safety committee. All new hires receive safety training as part of their orientation, as well as refresher/in-service safety training on a periodic basis.

At Sunshine we practice the 5 Golden Rules of safety:

- Accidents and Injuries are preventable.
- Each of us has a personal responsibility for our safety and the safety of others both on and off
- No business objective is so important that it will be pursued at the sacrifice of safety.
- Safe conduct of operations is a condition of employment at Sunshine Cleaning Systems.
- A job is well done only if it is done safely.

Safety is so important that it's part of our Corporate Values Statement. It's also part of our DNA because we fully understand all the benefits related to running an operations with a safety first attitude. According to OSHA, it's been estimated that employers pay nearly \$1 billion per week for worker's compensation alone. In addition to worker's comp costs, there are medical expenses, legal fees, accident investigation, hiring and training replacement employees, lost productivity, damage to property or equipment and other associated costs. Injuries on the job negatively affect employee morale and increases absenteeism. Creating a safe environment increases productivity and diminishes claims. The work we do can be physically demanding and hazardous at times so our goal is to minimize the probability of accidents occurring. We want healthy and happy employees.

Sunshine utilizes a safety manual in conjunction with periodic safety meetings to prevent unsafe working conditions. Our safety program is administered by our safety committee, which works very closely with our risk management representatives. Sunshine will assign a risk control specialist, whenever necessary, to inspect conditions at existing work sites, review work techniques, and setup safety training programs specific to our industry. This proactive approach to safety in the workplace has allowed Sunshine to closely monitor and control its general liability and worker's compensation losses. We can then pass these savings on to you, our clients. Our safety programs include:

Personal Protective Equipment PPE Driving/Vehicle Safety Safety Committee Meetings Safety Communications **Accident Reporting** Operational/Equipment Safety Training General Safety Inspection Programs Site Inspection Programs

Hazard Communications Bloodborne Pathogens **Ergonomic Hazards** Chemical Safety MSD Planning for Emergencies Personal Safety First Aid Procedures Aerial and Scissors Lift Training Sunshine goes to great lengths to ensure safe working conditions at all account facilities. We continually search for fresh and innovated ways to improve all safety standards and advance our program for the benefit of Team Sunshine, its customers and stakeholders.

Sustainability

Sunshine understands that traditional janitorial cleaning can negatively impact the environment as well as the health and productivity of its employees and facility occupants. The results can increase health care costs, liability and lost time due to illness. Green cleaning can help reduce those associated costs and make for a happier workplace and healthier environment. Green Cleaning, cleaning to protect health without harming the environment, enhances the reputation and brand of Sunshine, as well as the facilities we serve.

Proper sanitation and cleaning are, of course, critical for a healthy building environment. Sunshine delivers custodial services that provide exceptionally clean and sanitary environments and its Green cleaning practices offer benefits to all areas of its operation. Green Cleaning involves selecting alternative products, using those products properly, and taking other steps to reduce risks while maintaining a satisfactory level of cleanliness and disinfection.

In striving to conduct business in this manner, Sunshine works with its clients to offer customizable green cleaning programs. This will certainly be the case in our work for your facility. That is partly why went to the time and expense of earning our CIMS-GB certification. The GB stands for Green Building and refers to our commitment to helping customers achieve their Green initiatives. We will incorporate and adapt to any and all Green cleaning initiatives to help you reach your environmental goals. In addition to complying with the Green components of the specifications, we will share any ideas we believe will be an enhancement to your facility, its employees, and visitors.

Sunshine is accustomed to working in accordance with the standards promoted by the U.S. Environmental Protection Agency's Environmentally Preferable Purchasing (EPP) program, the Green Seal program, and those standards and practices specified by the U.S. Green Building Council LEED EBOM program. Additionally, we have developed Green Cleaning Standard Operating Procedures (GCSOP) that will govern our work. These procedures comprise an entire program affecting the choices of cleaning solutions and equipment, practices, goals for training, and a team committed to practicing environmentally conscious cleaning and sanitation procedures.

Our main goal with our green initiative is to partner with our customers towards achieving the maximum benefit for all. This is what we intend to do in partnering with the City of Pompano Beach. We have experience working with a variety of facilities and meeting Green objectives. For customers just starting out we offer simple solutions such as introducing environmentally friendly products and equipment. We also have experience designing recycling programs and assisting customers in earning points to advance their LEED certification programs. We've worked with clients big and small to make their facilities cleaner and greener for their employees and visitors. A few strategies include the use of:

- Color coded cloths to reduce cross-contamination
- Micro-fiber mopping systems
- Chemical management/dilution systems to reduce waste and expenses
- HEPA filtration vac systems and the dry method of carpet care
- Green Seal cleaners, CARB VOC compliant and other EPA approved chemicals
- Efficient floor machines using less chemical, water and energy to prolong the life of the surface

- Water-fed pole window cleaning system to eliminate chemicals and increase safety
- Products in larger containers to reduce packaging materials and shipping resources
- Training specific to Sunshine's GCSOP with an emphasis on safety
- Focus on hand hygiene and touch points
- Collecting occupant feedback for evaluation and continuous improvement
- Educating, training, and motivating custodial staff to work in an environmentally responsible manner
- Using products that are packed with recycled materials
- Complying with all relevant current legislation and industry standards

Sunshine has worked with several facilities that were at various stages of the Green Cleaning trajectory, from those just dipping their toes in the water to those with specific LEED certified agendas. We don't have all the answers, that is why we continually aim to improve our environmental performance by keeping current on industry developments. Our staff regularly consults with supply manufacturers and vendors, participates in association seminars, webinars, and attends industry conferences and trade shows.

The bottom line is that Sunshine wishes to work with its customers and establish policies in a shared manner. We want to participate in a solution to make our environment better and healthier, and reduce waste and energy usage. Sunshine understands that these small steps won't solve the world's problems, but it's a start. Together we can make a difference. For this RFP we understand the need to adhere all green cleaning and environmental initiatives as we implement our plan in methods of performing the tasks as well as products and supply purchases.

Cost & Schedule

Cleaners may be assigned to multiple buildings. i.e. Public works Campus SCSI may assign multiple cleaners

SCSI will assign a FT Project Manager / Supervisor

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|-----------------------|---|----------------|------------|----------|-------------|-------------------|--|------------|--|
| | | | | | | Price for | | Price for | |
| | | | | | | quarterly | | Semi- | Projected |
| | | | Hours/# of | # of | Monthly | services/ | Projected | Annual | man |
| | Location | # Of Days/week | day | cleaners | Fee | service | man hours Services | Services | hours |
| | 1 City Hall | 4 days/week | | | | | | | |
| | First Floor | | 4.0 | 1 | \$ 1,181.67 | \$657.07 | 26 | \$1,732.50 | 69 |
| L | Second Floor | | 4.0 | 1 | \$ 1,181.67 | \$657.07 | 26 | \$1,732.50 | 69 |
| | Third Floor | | 4.0 | 1 | \$ 1,181.67 | \$657.07 | 26 | \$1,732.50 | 69 |
| | 4 th floor | | 4.0 | 1 | \$ 1,181.67 | \$657.07 | 26 | \$1,732.50 | 69 |
| 12 | 2 Commission Chambers | 4 days / week | 2.0 | 1 | \$ 623.65 | \$321.10 | 13 | \$ 792.88 | 32 |
| 1,00 | | 4 days / week | 1.25 | 11 | \$ 389.35 | \$240.32 | 10 | \$ 610.50 | 25 |
| 33 | 3a Fire Admin | 4 days / week | 1 | 1 | \$ 311.48 | \$ 64.95 | 2.5 | \$ 165.00 | 9 |
| 4 | 4 Air Park | 4 days / week | 1.50 | 1 | \$ 467.26 | \$294.06 | 12 | \$ 505.58 | 20 |
| 53 | Sa Public Works Admin Bldg A | 4 days / week | 2 | П | \$ 622.96 | 622.96 \$408.69 | 16 | \$ 702.66 | 28 |
| 32 | | 4 days / week | 1.0 | 1 | \$ 311.48 | \$ 90.63 | 3.5 | \$ 155.82 | 9 |
| Š | dgC | 4 days / week | 2.0 | 1 | \$ 622.96 | \$498.75 | 20 | \$ 857.50 | 34 |
| Γ. | guir | 4 days / week | Н | 1 | \$ 311.48 | \$114.00 | 4.5 | \$ 196.00 | 8 |
| 1 | Bu | 4 days / week | 2 | 1 | \$ | 622.96 \$492.25 | 20 | \$ 846.33 | 34 |
| \mathbb{L}^{ω} | eaning | 4 days / week | 1 | 1 | \$ 311.48 | \$147.97 | 9 | \$ 254.41 | 10 |
| 10, | | 4 days / week | 1 | 1 | \$ 311.48 | 311.48 \$102.20 | 4 | \$ 175.72 | 7 |
| 15 | 10 Reuse Water Treatment Plant AM Cleanin 4 days / week | 4 days / week | 1 | 17 | \$ 311.48 | \$114.92 | 4.5 | \$ 197.57 | 8 |
| 1 | 11 Solid Waste Offices (Trailers) | 4 days / week | 1 | 1 | \$ 311.48 | \$119.70 | 4.5 | \$ 205.80 | 8 |
| 17 | M Cleaning | 4 days / week | 1.5 | 1 | \$ 467.29 | \$388.06 | 15.5 | \$ 667.18 | 27 |
| 13 | 13 Fire Logistics | 5 days / week | 2.0 | 1 | \$ 777.18 | \$155.95 | 9 | \$ 300.96 | 12 |
| L | | | | | | | | | |
| L | | | 37.25 | | | | | | |
| 1 | | | | | | | | | |

All incidental, transportation and chemical cost have been accounted for in monthly fee

* Weekly and Monthly Services will be scheduled to be performed through-out each month

* Project Work (hard floors, windows and carpets will be performed by assigned project crews)

Quarterly and Semi annual project work will be assigned to project crews specializing in the required project work

2nd and 8th month of initial Contract Window Cleaning

Hard Floor Care Quarterly

1st, 4th, 7th and 11th month of initial contract. 2nd and 8th month of initial contract

Carpet Cleaning and uphositered fabric Over Head light fixtures and glass

2nd and 8th month of initial Contract

References

City of West Palm Beach – 401 Clematis St. West Palm Beach, FL 33401 Josephine Grosch ph: 561 822-2107 email: Jgrosch@wpb.org Sunshine currently provides janitorial services to seventeen buildings throughout the city of WPB. Buildings include City Hall, public works, libraries, police and fire facilities, water treatment plants, utilities, park facilities, an various other public buildings. 1996 - present, Approximately \$600,000 annual billing

Broward College, Central Campus - 111 E. Las Olas Blvd. Ft. Lauderdale, FL 33301 Larry Jones ph: 954 201-6824 email: Ljones8@broward.edu Sunshine currently provides janitorial, window cleaning, and pressure cleaning to 25 campus buildings, includes offices, recreation facilities, classrooms, student centers, library, and other public spaces. 2015 - present, Approximately \$1,000,000 annual billing

Ft. Lauderdale Hollywood International Airport - 200 Terminal Dr. Ft. Lauderdale, FL 33315 Lori Vassello, Sr. Contract Grant Administer III ph: 954 359-1265 email: Lvassello@broward.org Provide 24/7/365 janitorial services, window cleaning, pressure cleaning, escalator cleaning, and terrazzo floor maintenance to all airport terminals and concourses. 1986 - present, Approximately \$12,000,000 annual billing

Broward County - 115 S. Andrews Ave. Ft. Lauderdale, Florida, 33301 Carl Joseph, Facilities Manager ph: 954-214-4880 email: Carljoseph@broward.org Provide janitorial services, window cleaning, and pressure cleaning services six days per week at the Broward County Government Center and the Main Library. 2017 – present, approximately \$2,700,000 annual billing

For more than four decades Sunshine has successfully performed and completed over two dozen contracts similar in nature to this RFP. In addition to the above, Sunshine has worked with cities such as Town of Highland Beach, Boca Raton, Coral Springs, City of Ft. Lauderdale, City of Deerfield Beach, Lauderdale by the Sea, Coconut Creek, and others that required excellence in commercial cleaning.

| City of | Pompano | Beach | RFP | #E- | 02 | -20 |
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Local Business

Sunshine is seeking Tier 2 Local Vendor status. Please see Tier 1/Tier 2 Compliance Form in final section.

Litigation

Sunshine has pending and prior litigation. Having been in business for over forty-three years and working primarily in large public facilities with nearly 1000 employees it is difficult to completely avoid any type of litigation. We are in control the number of cases and view these incidents as the cost of doing business for companies of our size in this industry. All of the cases are manageable and have not and will not affect the performance of our services to the City of Pompano Beach. Below is a list of litigation from past five years as requested.

LITIGATION HISTORY FOR SUNSHINE CLEANING SYSTEMS, INC.

1. Case Parties: Andres Martinez v. Sunshine Cleaning Systems, Inc., et al.

Case Number: CACE-18-007641

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

2. Case Parties: Anna Perroncello v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-018635

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

3. Case Parties: Beatriz Correa v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-015506

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Dismissed with prejudice. Copy of dismissal attached

4. Case Parties: Beida Casanova v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-018038

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability Disposition: Dismissed with prejudice. Copy of Final Order of Dismissal attached

5. Case Parties: Blanca Paz v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-019028

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

6. Case Parties: Boldizar, Lina v. Palm Beach County Department of Airports

Case Number: 2017-CA-005055

Venue: 15th Judicial Circuit Court in and for Palm Beach County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability Disposition: Dismissed with prejudice. Final Order of Dismissal with Prejudice attached

7. Case Parties: Carmen I Morales v. Sunshine Cleaning Systems Inc.

Case Number: CACE-19-003568

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

8. Case Parties: Carolyn Gaten v. Sunshine Cleaning Systems Inc.

Case Number: CACE-18-026889

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

9. Case Parties: Dora Rebecca Gaither v. Broward County, et al.

Case Number: CACE-18-001896

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

10. Case Parties: Geraldine Hotchkiss, et al. v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-022092

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

11. Case Parties: Janisse Martinez Ruiz v. Broward County Aviation Department, et al.

Case Number: CACE-17-010840

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, premises Liability

Disposition: Dismissed with Prejudice. Final Order of dismissal with Prejudice attached

12. Case Parties: Jobson Smith v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-010530

Venues: 17th Judicial Circuit Court in and for Broward County, Florida

U.S. District Court - Southern District of Florida (Case # 18-cv-60904)

Description of Claim, action or litigation: Civil

Disposition: Removed to U.S. District Court and Dismissed with Prejudice. Notice of

Removal and Order of Dismissal attached

13. Case Parties: Johnson, Kelly Marie v. Sunshine Cleaning Systems Inc.

Case Number: 2018-CA-000729-O

Venue: 9th Judicial Circuit Court in and for Orange County, Florida

Description of Claim, action or litigation: Torts/Negligence, Motor Vehicle Disposition: Dismissed with Prejudice. Final Order of Dismissal attached

14. Case Parties: Marilyn Eldridge v. Broward County, et al.

Case Number: CACE-17-004530 Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Dismissed with Prejudice. Voluntary Dismissal with Prejudice attached

15. Case Parties: Maria Alvarado v. Broward County, et al.

Case Number: CACE-16-001226

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Premises Liability/Commercial

Disposition: Pending

16. Case Parties: Ethel Reyes v. Broward County, Florida, et al.

Case Number: CACE-15-022922
Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Premises Liability/Commercial
Disposition: Dismissed with Prejudice. Final Order of Dismissal and Reservation of

Jurisdiction attached

17. Case Parties: Mary Bouery v. Sunshine Cleaning Systems Inc.

Case Number: CACE-18-015814

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

18. Case Parties: Meyer Gorelick v. Sunshine Cleaning Systems, Inc.

Case Number: CACE-16-016327

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

19. Case Parties: Milagros Martinez Umbrino v. Sunshine Cleaning Systems Inc.

Case Number: 2016-CA-013095

Venue: 15th Judicial Circuit Court in and for Palm Beach County, Florida

Description of Claim, action or litigation: Torts/Negligence

Disposition: Dismissed with Prejudice. Final Order of Dismissal with Prejudice attached

20. Case Parties: Orly Goodman v. Sunshine Cleaning Systems, Inc.

Case Number: 16-11824

Venue: 11th Circuit United States Court of Appeals

Description of Claim, action or litigation: Torts/Negligence, personal Injury Disposition: Final Judgment attached. Appealed. Settled. Appeal Dismissed with

Prejudice. Satisfaction of Judgment attached

21. Case Parties: Roseann Diana v. Broward County, et al.

Case Number: CACE-17-022193

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

22. Case Parties: Samuel Oge v. Sunshine Cleaning Systems Inc.

Case Number: CACE-17-014711 Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Labor and Employment, Discrimination Disposition: Dismissed with Prejudice. Final Order of Dismissal with Prejudice attached

23. Case Parties: Shellie Edwards v. Broward County, et al.

Case Number: CACE-18-027374

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Pending

24. Case Parties: Sissi Medina v. Sunshine Cleaning Systems Inc.

Case Number: CACE-16-015844

Venue: 17th Judicial Circuit Court in and for Broward County, Florida

Description of Claim, action or litigation: Torts/Negligence, Premises Liability

Disposition: Dismissed with Prejudice. Final Order of Dismissal with Prejudice attached

25. Case Parties: Joan Kessler, et al. v. Broward College Foundation Inc., et al.

Case Number: CACE-16-017109

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of claim, action or litigation: Premises Liability/Commercial

Disposition: Pending

26. Case Parties: Kay Hornibrook v. Sunshine Cleaning Systems Inc.

Case Number: CACE-16-019009

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of claim, action or litigation: Premises Liability/Commercial

Disposition: Pending

27. Case Parties: Rona Klein v. Sunshine Cleaning Systems Inc.

Case Number: CACE-14-004477

Venue: 17th Judicial Circuit Court in and for Broward County, Florida Description of claim, action or litigation: Premises Liability/Commercial Disposition: Dismissed. Final Order of Dismissal at Case Management attached

28. Case Parties: Richard Raymond, et al. v. Sunshine Cleaning Systems, Inc., et al.

Case Number: 2015-CA-010305

Venue: 15th Judicial Circuit Court in and for Palm Beach County, Florida Description of claim, action or litigation: Premises Liability/Commercial

Disposition: Dismissed with Prejudice. Final Order of Dismissal with Prejudice attached



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/19/2019

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

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| | (Mandatory in NH) | | | | | | | E.L. DISEASE - EA EMPLOYEE | Ψ | 0,000 | | |
| | DESCRIPTION OF OPERATIONS below | | | | | | | E.L. DISEASE - POLICY LIMIT | Ψ | 0,000 | | |
| E | Employee Theft including Third Party | | | 105687333 | | 10/01/2018 | 10/01/2019 | Limit of Insurance | \$30 | 0,000 | | |
| | | | 000.1 | 04 Additional Remarks Cahedula | many bo o | Hachad if more co | nane is required) | | | | | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Scheo | | | | | may be a | naciou ii aiole a | sace is required, | | | | | |
| CF | RTIFICATE HOLDER | | | | CANC | ELLATION | | | | | | |
| J. | PROOF OF COVERAGE | | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. | | | | | | | |
| | | | | | AUTHO | RIZED REPRESEI | NTATIVE | | | | | |
| | | | | | | | | | | | | |

City of Pompano Beach RFP #E-02-20

City Forms

E-58-16 Janitorial Service

BACKGROUND CHECK AFFIDAVIT (Page 1 of 3)

| | TY OF (Brown) |
|----|--|
| | undersigned, being first duly sworn, do hereby state under oath and under penalty of perjury that owing facts are true: |
| 1. | I am over the age of 18 and am a resident of the State of Florida. |
| 2. | I am the COO (title) of Sunshine Cleaning Systems, Inc. and I certify that I have the authority to make the representations set forth within this Affidavit. |
| 3. | Sunshine Cleaning Systems, Inc. intends to enter into a contract with the City of |
| | Pompano Beach for Citywide Janitorial Services. |
| 4. | The fulfillment of the Background Check as required per the terms and conditions of the Contract have been conducted through: |
| | The Florida Department of Law Enforcement's Computerized Criminal History (CCH) database (Level I) |
| | ☐ National Crime Information Center (NCIC) data base (Level II). |
| 5. | All criminal background checks must be conducted prior to any covered individual's initial access to City's property and, depending on the contract's term, on an annual basis thereafter. |
| 6. | I hereby certify that background checks have been completed for all person employed by or under contract with the contractor, subcontractor, consultant or sub-consultant who is doing the work in or on city property and certify that no person who has been convicted or who has entered a plea of nolo contendere for any crime set forth within Chapters 131-133 of the City of Pompano Beach Code of Ordinances shall perform work on city property. A list of such employees is set forth on Exhibit "A", attached hereto and made a part hereof. |
| 7. | I also certify that I shall maintain records of the criminal history checks for each person doing work on City property during the contract period and for one year thereafter and shall make such |

records available for inspection and verification by City.

E-58-16 Janitorial Service

Background Check Affidavit (Page 2 of 3)

| Executed this // day of Wenber, 2 | 0/9. |
|--|--|
| | (Signature) By Randy Kierce, Vice President, COO (Name and Title) |
| The foregoing was acknowledged before no least the seal of the sea | _ who is personally known to me or who has produced ho did take an oath. |
| (NOTARY SEAL) | L'Muldes |
| KRIŞTINE MULDER Notary Public – State of Florida Commission # GG 069777 My Comm. Expires Feb 5, 2021 | (Signature of person taking acknowledgment) |
| | (Name of officer taking acknowledgment) |
| | typed, printed or stamped |
| | He Marager |
| | (Title or rank) GG 069777 |
| | |
| My commission expires: 215121 | (Serial number, if any) |

E-58-16 Janitorial Service

Background Check Affidavit (Page 3 of 3)

Exhibit "A" List of Employees

| Name (First, Last) | <u>Result</u> |
|---|-------------------|
| Back Ground checks will be performed as required upon Notice of Award | Passed 🗌 Failed 📗 |
| Randy Kierce COO | Passed ☑ Failed ☐ |
| Mike Woodson Director of Quality Control / Assurance | Passed ☑ Failed ☐ |
| Joe Bromely Director of Operations | Passed ☑ Failed ☐ |
| Derek Auckland Customer Relations | Passed ☑ Failed ☐ |
| | Passed 🗌 Failed 📗 |
| | Passed 🗌 Failed 🔲 |
| | Passed 🗌 Failed 📗 |
| | Passed 🗌 Failed 🗌 |
| | Passed 🗌 Failed 📗 |
| | Passed ☐ Failed ☐ |
| | Passed ☐ Failed ☐ |
| | Passed ☐ Failed ☐ |
| | Passed 🗌 Failed 📗 |
| | Passed 🗌 Failed 🗌 |
| | Passed 🗌 Failed 🗌 |
| | Passed ☐ Failed ☐ |
| | Passed ☐ Failed ☐ |
| | Passed 🗌 Failed 📗 |
| | Passed 🗌 Failed 🗍 |

Note: Insert additional sheets if necessary.

LOCAL BUSINESS EXHIBIT "A" CITY OF POMPANO BEACH, FLORIDA LOCAL BUSINESS PARTICIPATION FORM

Solicitation Number & Title: Request for Proposals #-02-20

Prime Contractor's Name: Sunshine Cleaning Systems, Inc.

| Type of Work to be Deformed/Material to be Durchased Amount or % | | | | | | | |
|--|---------------------------------|--|--|--|--|--|---------------|
| Contact Person, | Pro | and the state of t | | | | | |
| North Andrew | Janitorial 5 Star Services, LLC | - A - A - A - A - A - A - A - A - A - A | | The state of the s | | | Little Colors |

LOCAL BUSINESS EXHIBIT "A"

LOCAL BUSINESS EXHIBIT "B" LOCAL BUSINESS LETTER OF INTENT TO PERFORM AS A LOCAL SUBCONTRACTOR

| | | Solicitation Number |
|--------|---|---|
| TO: | Sunshine Cleaning Systems, Ir (Name of Prime or General Bidder) | <u>-</u> |
| | ndersigned City of Pompano Beach beach beach beach beach beach below) | ousiness intends to perform subcontracting work in connection |
| | an individual | X a corporation |
| | a partnership | a joint venture |
| | ndersigned is prepared to perform the fter described in detail: | e following work in connection with the above Contract, as |
| Provi | ide janitorial labor and supervision | 1 |
| | | |
| | | |
| V | | |
| | | |
| at the | following price: 10% of agreed up | pon pricing |
| 11/6 | <i>/</i> 19 | Janitorial 5 Star Services, LLC |
| · | (Date) | (Print Name of Local Business Contractor) |
| | | 1950 NE 6th Street |
| | | (Street Address) |
| | | Pompano Beach, Fl. 33060 |
| | | (City, State Zip Code) |
| | | BY: |
| | | (Signature) |

IMPORTANT NOTE: Signatures on this form MUST be by an authorized employee of Subcontractor and must be uploaded to the Response Attachment Tab

LOCAL BUSINESS EXHIBIT "B"

LOCAL BUSINESS EXHIBIT "C

LOCAL BUSINESS UNAVAILABILITY FORM

| | BID# | - |
|--|---|--|
| Ι, | (Name and Title) | |
| | | |
| of | , certify that on the | day of |
| ,, I invititems to be performed in the | ted the following LOCAL BUSINESSES ne City of Pompano Beach: | S to bid work |
| Business Name, Address | Work Items Sought | Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.) |
| NA Sunshine has Chose | n a Local Business Partner, Janito | rial Five Star Services |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Said Local Businesses: | | |
| | Did not bid in response to the invitat | ion |
| | Submitted a bid which was not the le | ow responsible bid |
| | Other: | |
| | | |
| | Name and Title: | |
| | Date: | |
| | | |

Note: Attach additional documents as available.

LOCAL BUSINESS EXHIBIT "D" GOOD FAITH EFFORT REPORT LOCAL BUSINESS PARTICIPATION

BID #__RFP #02-20

| مرها ويوامين أواملوه والموامين أوالترب والمسابر والمتاركة | ed as Local Business opportunities? |
|--|---|
| Group 1, Group 2 or the contract as a who | |
| Gloup 1, Gloup 2 of the contract as a write | JC. |
| Did you provide adequate information to identi you provided this information. | fied Local Businesses? Please comment or |
| Yes, we have Chosen Janitorial Five Serv | rices LLC |
| | |
| Did you send written notices to Local Business | ses? |
| Yes No | |
| If yes, please include copy of the notice and the notices. | ne list of individuals who were forwarded cop |
| Did you advertise in local publications? | |
| Vaa y Na | |
| Yesx_No | |
| If yes, please attach copies of the ads, including | ng name and dates of publication. |
| | |
| If yes, please attach copies of the ads, including What type of efforts did you make to assist Lor | cal Businesses in contracting with you ? |
| If yes, please attach copies of the ads, including What type of efforts did you make to assist Log NA | cal Businesses in contracting with you? |
| If yes, please attach copies of the ads, including What type of efforts did you make to assist Log NA List the Local Businesses you will utilize and second | cal Businesses in contracting with you? |
| If yes, please attach copies of the ads, including What type of efforts did you make to assist Log NA List the Local Businesses you will utilize and second | cal Businesses in contracting with you? subcontract amount. \$_10% of agreed upon pricing |

COMPLETE THE PROPOSER INFORMATION FORM ON THE ATTACHMENTS TAB IN THE EBID SYSTEM. PROPOSERS ARE TO COMPLETE FORM IN ITS ENTIRITY AND INCLUDE THE FORM IN YOUR PROPOSAL THAT MUST BE UPLOADED TO THE RESPONSE ATTACHMENTS TAB FOR THE RFP IN THE EBID SYSTEM.

| | | PROPOSER | R INFORMATION PAGE | |
|-----|---|----------|---------------------|--|
| RFP | | E02-20 | Janitorial Services | |
| • | - | (number) | (RFP name) | |

To: The City of Pompano Beach, Florida

The below named company hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) Randy Kierce

Company (Legal Registered) Sunshine Cleaning Systems, Inc.

Federal Tax Identification Number 592142301

Address 3445 NE 12th Terrace

City/State/Zip Ft. Lauderdale, Florida 33334

Telephone No. 9547720884

Fax No. 9545667329

Email Address randy@sunclean.com

Bidder Company Name Sunshine Cleaning Systems, Inc.

Qualifications Of Bidders

To demonstrate qualifications to perform the work, and to be considered for award, each bidder shall submit at least three (3) business customer references. Provide information for business customers for whom you have performed work of this nature which you list as references, excluding the City of Pompano Beach. (Use an attachment if necessary.)

1. Name and address of customer: Ft. Lauderdale Hollywood Int. Airport 200 Terminal Dr. Ft. Lauderdale, FL 33315

Contact person name, telephone number and email address: Lori Vassello, Director of Maintenance 954 359-1265 Lvassello@broward.org

Description of services provided and date(s) of service: 24/7/365 operation with over 400 employees. Provide Janitorial services, window cleaning, pressure cleaning, and terrazzo maintenance. We are in our 33rd year of service to FLL. 1986 - present

2. Name and address of customer: City of West Palm Beach 401 Clematis Street West Palm Beach, Florida 33401

Contact person name, telephone number and email address: Josephine Grosch, Sr. Purchasing Agent 561 822-2107 Jgrosch@wpb.org

Description of services provided and date(s) of service: Provide full janitorial services to seventeen buildings through the city. Includes city hall, libraries, police and fire department facilities, water plants, and other public spaces. 1996 - present

3. Name and address of customer: Broward College, 111 East Las Olas Blvd. Ft. Lauderdale, FL 33301

Contact person name, telephone number and email address: Larry Jones, Manager, Campus Facilities 954 201-6824

Description of services provided and date(s) of service: Provide full janitorial service, window cleaning, and pressure cleaning to 25 campus buildings. service dates: 2015 - present

TIER 1/TIER 2 COMPLIANCE FORM

IN ORDER FOR YOUR FIRM TO COMPLY WITH THE CITY'S LOCAL BUSINESS PROGRAM AS A TIER 1 OR TIER 2 VENDOR, BIDDERS MUST COMPLETE THE INFORMATION BELOW AND UPLOAD THE FORM TO THE RESPONSE ATTACHMENTS TAB IN THE EBID SYSTEM.

| | FIER 1 LOCAL VENDOR |
|---------|--|
| | My firm has maintained a permanent place of business within the city imits and maintains a staffing level, within this local office, of at least 10 % who are residents of the City of Pompano Beach. |
| | And/Or |
| | My firm has maintained a permanent place of business within the city imits and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 10 % of the contract value. |
| | Or |
| | X My firm does not qualify as a Tier 1 Vendor. |
| | TIER 2 LOCAL VENDOR |
| Ţ. | My firm has maintained a permanent place of business within Broward County and maintains a staffing level, within this local office, of at least 15% who are residents of the City of Pompano Beach |
| | And/Or |
| | My firm has maintained a permanent place of business within Broward County and my submittal includes subcontracting commitments to Local Vendors Subcontractors for at least 20% of the contract value. |
| | Or |
| | My firm does not qualify as a Tier 2 Vendor. |
| l co | ertify that the above information is true to the best of my knowledge. |
| 11/4/19 | Sunshine Cleaning Systems, Inc. |
| (Da | te) (Name of Firm) |
| | BY: Randy Kierce Vice President |
| | (Name) |



City of Pompano Beach, Purchasing Division 1190 N.E. 3rd Avenue, Building C Pompano Beach, Florida, 33060

October 31, 2019

ADDENDUM #1, RFP E-02-20

Janitorial Services

To Whom It May Concern,

The following changes have been made to E-02-20:

- The solicitation document was revised to include Fire Logistics.
- The pre-proposal and site visit sign-in sheets are available in the eBid system.

Addendum #1 is posted on the City's eBid website: http://pompanobeachfl.ionwave.net. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions is 5:00 p.m. (local), November 5, 2019.

The deadline for acceptance of proposals in the eBid system is <u>2:00 p.m. (local)</u>, <u>November 12</u>, <u>2019</u>.

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website



City of Pompano Beach, Purchasing Division 1190 N.E. 3rd Avenue, Building C Pompano Beach, Florida, 33060

November 4, 2019

ADDENDUM #2, RFP E-02-20

Janitorial Services

To Whom It May Concern,

The following change has been made to E-02-20:

 Line Items have been modified so that monthly, quarterly and semi-annual subtotals would equal the total annual contract.

Addendum #2 is posted on the City's eBid website: http://pompanobeachfl.ionwave.net. Acknowledge receipt of this Addendum using the Addendum Attribute on the Attributes tab in the eBid System.

The deadline for receipt of written questions is 5:00 p.m. (local), November 5, 2019.

The deadline for acceptance of proposals in the eBid system is <u>2:00 p.m. (local)</u>, November 12, 2019.

The remainder of the solicitation is unchanged at this time.

Sincerely,

Jeff English, Purchasing Agent

cc: website

LOCAL BUSINESS EXHIBIT "A" CITY OF POMPANO BEACH, FLORIDA LOCAL BUSINESS PARTICIPATION FORM

Solicitation Number & Title: Request for Proposals #-02-20 Prime Contractor's Name: Sunshine Cleaning Systems, Inc.

| Name of Firm, Address | Contact Person, Telephone Number | Type of Work to be Performed/Material to be Purchased | Contract Amount or % |
|---------------------------------|-------------------------------------|---|-------------------------|
| Janitorial 5 Star Services, LLC | Mike Olbel, 954-702-2053 | Provide janitorial services | 10% |
| | | | |
| | | | |
| | | | |
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LOCAL BUSINESS EXHIBIT "A"

LOCAL BUSINESS EXHIBIT "B" LOCAL BUSINESS LETTER OF INTENT TO PERFORM AS A LOCAL SUBCONTRACTOR

| | | Sol | icitation Number |
|--|--|--------------------------|-----------------------------------|
| TO: Sunshine | Cleaning Systems, Inc. | | |
| | rime or General Bidder) | | |
| | ty of Pompano Beach busine ract as (check below) | ess intends to perform | subcontracting work in connection |
| an in | ndividual | X | _ a corporation |
| а ра | rtnership | | _ a joint venture |
| The undersigned is hereafter described | | owing work in connection | on with the above Contract, as |
| Provide janitorial | labor and supervision | | |
| | | | |
| | | | |
| | | | |
| | | | |
| at the following price | e: 10% of agreed upon բ | oricing | |
| 11/6/19 | | Janitorial 5 Star | Services LLC |
| (Date) | - | | Business Contractor) |
| | | 1950 NE 6th Stree | et |
| | | (Street Address) | |
| | | Pompano Beach, | Fl. 33060 |
| | | (City, State Zip Cod | e) |
| | | BY: | |
| | | (\$ | Signature) |

IMPORTANT NOTE: Signatures on this form MUST be by an authorized employee of Subcontractor and must be uploaded to the Response Attachment Tab

LOCAL BUSINESS EXHIBIT "B"

LOCAL BUSINESS EXHIBIT "C

LOCAL BUSINESS UNAVAILABILITY FORM

| | BID# | | | |
|--|---|--|--|--|
| Ι, | | | | |
| , | (Name and Title | e) | | |
| of | , certify that on th | neday of | | |
| ,, I invite items to be performed in the | ed the following LOCAL BUSINES e City of Pompano Beach: | SSES to bid work | | |
| Business Name, Address | Work Items Sought | Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.) | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Said Local Businesses: | | | | |
| | Did not bid in response to the in | vitation | | |
| | Submitted a bid which was not the low responsible bid | | | |
| _ | Other: | | | |
| | Name and Title: | | | |
| | Date: | | | |

Note: Attach additional documents as available.

LOCAL BUSINESS EXHIBIT "D" GOOD FAITH EFFORT REPORT LOCAL BUSINESS PARTICIPATION

| BID 7 | # |
|-------|---|
| | |

| Did you provide adequate information to ider you provided this information. | ntified Local Businesses? Please comment of |
|---|---|
| NA | |
| | |
| | |
| Did you send written notices to Local Busine | sses? |
| Yes No | |
| If yes, please include copy of the notice and the notices. | the list of individuals who were forwarded co |
| Did you advertise in local publications? | |
| • | |
| Yes No | |
| Yes No If yes, please attach copies of the ads, include | ling name and dates of publication. |
| | • |
| If yes, please attach copies of the ads, include | • |
| If yes, please attach copies of the ads, include What type of efforts did you make to assist L | • |
| If yes, please attach copies of the ads, include What type of efforts did you make to assist L | ocal Businesses in contracting with you? |
| If yes, please attach copies of the ads, included What type of efforts did you make to assist L | ocal Businesses in contracting with you? |
| If yes, please attach copies of the ads, included What type of efforts did you make to assist Landau NA List the Local Businesses you will utilize and | ocal Businesses in contracting with you? |

| LOCAL BUSINES | <u>SS EXHIBIT "D</u> | <u>" – Page 2</u> | |
|---------------|----------------------|-------------------|------|
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