

DELTA PROPERTY MAINTENANCE, INC.
“Cleaning & Maintenance Services”

BID NO: Bid #555-11543
Janitorial Services, Parks

CONTACT: STACEY NICOL

4811 PEMBROKE RD
HOLLYWOOD, FL 33021
Tel: (954) 367-2413
Fax: (954) 367-6357
Email: delta1clean@gmail.com

PREPARED FOR:
CITY OF FT. LAUDSERVICES DIVISION
100 North Andrews Avenue .
Room 619, 6th Floor, City Hall
Ft. Lauderdale, FL 33301

TAB 1: BID/PROPOSAL SIGNATURE PAGE

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: Nicol (signature) 12/29/2014 (date)

Name (printed) Stacey Nicol Title: President

Company: (Legal Registration) Delta Property Maintenance, Inc

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: 4811 Pembroke Rd

City Hollywood State: FL Zip 33021

Telephone No. (954) 367-2413 FAX No. 954-367-6357 Email: delta1clean@gmail.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 5 days

Payment Terms (section 1.04): 30 days net Total Bid Discount (section 1.05): N/A

Does your firm qualify for MBE or WBE status (section 1.09): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No. Date Issued

P-CARDS: Will your firm accept the City's Credit Card (VISA / MasterCard) as payment for goods/services?

VISA YES NO MasterCard YES NO

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS. If this section does not apply to your bid, simply mark N/A in the section below.

Variances: N/A

TAB 2: NON-COLLUSION STATEMENT

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>
NONE	

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

TAB 3: LOCAL BUSINESS PREFERENCE

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) _____ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

Business Name

(2) _____ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.

Business Name

(3) Delta Property Maint is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.

Business Name

(4) _____ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

Business Name

(5) _____ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.

Business Name

(6) _____ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.

Business Name

BIDDER'S COMPANY: Delta Property Maintenance, Inc

AUTHORIZED COMPANY PERSON: Stacey Nicot [Signature] 12/29/2014

NAME SIGNATURE DATE

TAB 4: COST PROPOSAL PAGE

PART VI

**PROPOSAL RESPONSE PAGES
COST INFORMATION**

Proposer agrees to supply the services at the prices proposed below in accordance with the terms, conditions and specifications contained in this Request for Proposal (RFP).

	LOCATIONS	DESCRIPTION	OPERATING HOURS	SERVICES PER YEAR	PRICE PER SERVICE (svc)	TOTAL ANNUAL COST PER LOCATION
1.	Bayview Park 4401 Bayview Dr. Located at northside of park.	One Men and Women restroom. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ <u>12.50</u> /svc	\$ <u>4562.5</u>
2.	Floranada Park Located at 5100 NE 14 Way, on north side of the school by baseball fields third base.	One Men and Women restroom. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ <u>10.10</u> /svc	\$ <u>3686.5</u>
3.	George English Park Located at 1101 Bayview Dr.	One Men and Women restroom. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ <u>12.50</u> /svc	\$ <u>4562.5</u>
4.	George English Park Administrative Office Located at 1101 Bayview Dr.	One unisex restroom with shower. 1 Service per Week - Must be cleaned once per week, by 12-noon.	7AM to 4PM	52 SVC	\$ <u>13.00</u> /svc	\$ <u>676</u>
5.	Holiday Park multi-fields Located at 800 North Federal Highway. Located very close to Park Rangers office.	One Men and Women restroom. 2 Services per Day - Must be cleaned 2 times a day. One cleaning by 9-am and the other must be 4 hours after first cleaning.	7AM to 8PM	730 SVC	\$ <u>12.10</u> /svc	\$ <u>8833</u>
6.	Holiday Park Baseball fields, Located at most northern end of park, by NE 12 Way.	One Men and Women restroom. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 8PM	365 SVC	\$ <u>11.80</u> /svc	\$ <u>4307</u>
7.	Holiday Park Jimmy Evert Tennis Center. Located at 800 North Federal Highway.	One Men and Women restroom with showers. 1 Service per Day - Must be cleaned by 12-noon daily.	7AM to 4PM	365 SVC	\$ <u>21</u> /svc	\$ <u>7665</u>
8.	Floyd Hull Stadium - inside the Park at the corner of SW 8 th Avenue & SW 28 Street	One Men and One Women restrooms (in the new concessions) 1 Service per Day - Must be cleaned before 12-noon daily.	7AM to 6PM	365 SVC	\$ <u>17</u> /svc	\$ <u>6205</u>

	LOCATIONS	DESCRIPTION	OPERATING HOURS	SERVICES PER YEAR	PRICE PER SERVICE (svc)	TOTAL ANNUAL COST PER LOCATION
9.	Floyd Hull Stadium Across from Morton Center – Outfield area	One Men and Women restroom (Madera-Tyrell Building) 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 6PM	365 SVC	\$ <u>11</u> /svc	\$ <u>4015</u>
10.	Dottie Mancini Park. Located at 6400 NE 22 Ave.	One unisex restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 8PM	365 SVC	\$ <u>9.10</u> /svc	\$ <u>3321.5</u>
	LOCATIONS	DESCRIPTION	OPERATING HOURS	SERVICES PER YEAR	PRICE PER SERVICE (svc)	TOTAL ANNUAL COST PER LOCATION
11.	Sunset Park. Located at 3775 SW 16 St., beside the school	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 8PM	365 SVC	\$ <u>12.50</u> /svc	\$ <u>4562.5</u>
12.	Parks Yard Restroom. Located at 220 SW 14 Ave., by the Foremen and Supervisors offices.	Unisex bathroom and hallway with shower. Also, cleaning of the ladies restroom (3 sinks and 3 toilets and one utility sink) at the front of the building. 2 Services per Week (Monday and Thursday), by 12-noon.	7AM to 3PM	52 SVC	\$ <u>11</u> /svc	\$ <u>572</u>
13.	Las Olas Esplanade at Riverwalk. Located directly across from the IMAX complex.	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 8PM	365 SVC	\$ <u>12.50</u> /svc	\$ <u>4562.5</u>
14.	Riverland Park Located at 4000 Riverland Rd., on the north side of the park.	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 8PM	365 SVC	\$ <u>9.10</u> /svc	\$ <u>3321.5</u>
15.	Mills Pond Baseball Restrooms 2201 NW 9 Ave. (by concession stand) Gated park entrance.	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 6PM	365 SVC	\$ <u>9.10</u> /svc	\$ <u>3321.5</u>
16.	Mills Pond at the Multi-fields. Location is at southern end of park. Gated park entrance.	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	7AM to 6PM	365 SVC	\$ <u>9.10</u> /svc	\$ <u>3321.5</u>
17.	Palm Aire Park Located at 3354 NW 63 St.	One Men and Women restroom. 1 Service per Day – Must be cleaned by 12- noon daily.	8AM to 4PM	365 SVC	\$ <u>13.10</u> /svc	\$ <u>4781.5</u>

	LOCATIONS	DESCRIPTION	OPERATING HOURS	SERVICES PER YEAR	PRICE PER SERVICE (svc)	TOTAL ANNUAL COST PER LOCATION
18.	South Beach Restrooms Located at the beach at A1A and Harbor Drive, across from Bahia Mar Hotel and Marina	One Men and Women restroom. <u>Monday through Friday:</u> Must be cleaned three (3) times a day at 7 am, 12 noon, and 4 pm. <u>Weekends:</u> must be cleaned six (6) times a day at 6 am, 9 am, 12 noon, 3 pm, 5 pm, 7 pm.	6AM to 8PM	1404 SVC	\$ <u>17.10</u> /svc	\$ <u>24,008.4</u>
19.	Fort Lauderdale Stadium Located at 1301 NW 55 Street	Men and Women Restroom used for Soccer behind the left field bleachers, Main Men and Womens Bathrooms located behind the food court area and Men and Women restrooms located behind the outfield bleachers. 3 cleanings per week - MWF	8AM to 9PM	168 SVC	\$ <u>19.10</u> /svc	\$ <u>3208.8</u>
20.	Cooley's Landing Parking Lot Restrooms – 420 SW 7 Ave	One Men and Women restroom. 1 Service per Day –	6AM to 7PM	365 SVC	\$ <u>10.10</u> /svc	\$ <u>3686.5</u>
21.	Hardy Park Located at 25 SW 9 Street	One Men and Women restroom. 1 Service per Day –	8AM to 9PM	365 SVC	\$ <u>10.10</u> /svc	\$ <u>3686.5</u>
22.	Morton Activity Center Located at 2890 SW 8 Ave	One Men and One Women Restroom – 1 Service per Day	8AM to 5PM	365 SVC	\$ <u>10.10</u> /svc	\$ <u>3686.5</u>
23.	15 th Street Boat Basin/Cox Landing Located at: 1784 SE 15 Street	Need a daily cleaning of all the picnic tables under the pavilion by the restroom room. They will also need to wash the floor washed down daily and empty the 2 garbage can on eastside of the pavilion. This structure is 25'x16'. The bathroom structure is 20'x 15 and the mens and ladies bathroom both have one toilet and one sink in each room. The soap, toilet paper and paper towel dispensers need to be	8AM to 5PM	365 SVC	\$ <u>18.10</u> /svc	\$ <u>6606.5</u>

		<p>filled daily and the baby changing tables need to be cleaned daily. The garbage cans in each bathroom also need to be emptied daily. Clean 2 drinking fountains.</p> <p>The walls and floor and light fixtures need to fall under the same cleaning schedule as the other bathrooms.</p> <p>The fish cleaning table also needs to be cleaned daily with the right chemicals and no abrasive material should be used on it. Please report any damage or functioning issues. The floor also needs to be cleaned daily and lighting and walls should be cleaned on the same schedule as stated in contract. The garbage can will need to be cleaned daily as well.</p> <p>This whole facility needs to be cleaned daily before 12 noon.</p>				
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(All cleaning schedules as outlined in Contract are subject to change by City)

TOTAL ANNUAL COST \$ 117,160.20

TAB 5: LETTER OF INTEREST

LETTER OF INTEREST

TO: CITY OF FT. LAUDERDALE

SUBJECT: Bid #555-11543 - Janitorial Services, Parks

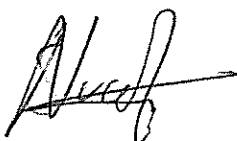
Delta Property Maintenance, Inc., (DPM) would like to thank the city of Fort Lauderdale Parks and Recreation Department for giving us the opportunity to participate in bid No: Bid #555-11543 - Janitorial Services, Parks. In our pursuit of submitting bid no : Bid #555-11543 - Janitorial Services, Parks, closing December 30, 2014; our intent is to offer exceptional janitorial services to the The City of Ft Lauderdale Parks and Recreation Department. DPM is highly motivated to serve and provide excellent service.

DPM is one of the leading local contract cleaning companies in South Florida, fully licensed and insured. Our janitorial employees and our management staff are ready to provide the City with the highest caliber of quality care and service available in today's market. Our Operations Manager and the Manager who will be on-site has a combined experience of over 24 years in cleaning and janitorial industry.

Proper Supervision is of the utmost importance to maintaining a first class cleaning service; including open communication between the DPM management team and the City of Ft Lauderdale Parks and Recreation Department. Our employees take pride in their work. No compromises will be made in service or quality. Quick response to your needs will always be our top priority.

Once again, we thank you for the opportunity and look forward to the beginning of a relationship with The City of Ft Lauderdale Parks and Recreation Department. We are hereby submitting our bid.

Sincerely;



Stacey Nicol
President

**TAB 6 / 9 / 10: STATEMENT OF PROPOSED
SERVICES / ASSESSMENT OF CITY'S NEEDS
/ ABILITY TO ASSIGN APPROPRIATE
RESOURCES IN TIMELY MANNER**

**STATEMENT OF PROPOSED SERVICES / ASSESSMENT OF CITY'S NEEDS /
ABILITY TO ASSIGN APPROPRIATE RESOURCES IN TIMELY MANNER**

The City of Ft. Lauderdale Parks attracts several millions of visitors every year. The City of Ft. Lauderdale goal is to achieve total customer satisfaction by providing quality public services. The total customer satisfaction includes maintaining clean facilities to serve the general population and city employees. A well-maintained city retains its property values, which in turn retains people and attracts visitors. This is manifested in the City Commission's "Clean City Initiatives," keeping Fort Lauderdale clean and beautiful is of paramount importance. It is no secret that a foreign direct investment (FDI) magazine is ranking the City of Fort Lauderdale among the "Top 10 Small American Cities of the Future." Clean and beautiful cities attract businesses, people and visitors. Delta Property Maintenance approach is satisfying the city's cleaning needs will start with Proper supervision of its cleaning personnel. This is of the utmost importance to maintaining a first class cleaning service for the Parks and Recreation Department; including open communication between the Delta Property Maintenance, Inc management team and the City of Fort Lauderdale Parks and Recreation Department on a weekly basis to get regular updates on our service. This will allow us to be proactive in handling all cleaning issues. Our employees will take great pride in their work at the Parks. No compromises will be made in service or quality. Quick response to the needs of the Parks will always be our top priority.

The Cleaning Staff that will be responsible for cleaning the Parks have experience in cleaning similar facilities on a daily basis. Every Cleaning Personnel have been doing janitorial related jobs for over 3 years. The Managers have a combine 24 years experience in the cleaning and janitorial industry. The Operation Managers for this contract will be Karim Maroun and Michael Nicol. Michael Nicol and Karim Maroun previously served as Contract Managers overseeing City of Ft Lauderdale Special Events Contract for Spring Break, New Years Eve Ball Dropping and Boat and Air Shows with RD Cleaning & General Maintenance and AAA Plus Maintenance Services. In addition they also served as Operation Mangers Miami Dade County, City of Miami, and City of Miami Beach Janitorial Services Various Buildings Daily Cleaning contracts. Their resumes are attached. All of our employees are highly trained, skilled and experienced. Delta conducts a drug test and background check on all employees with the Florida Department of Law Enforcement. Currently we serviced the janitorial needs for City of Hollywood Fire Stations.

Delta Property Maintenance is full service Cleaning Company serving the South Florida community since 2012. The company is licensed, insured and bonded. The company's headquarters is located in Hollywood, Florida in a 2,800 square feet facility and warehouse. Delta employs over 50 employees in South Florida. All of our employees are highly trained, skilled and experienced. Delta conducts a drug test and background check on all employees with the Florida Department of Law Enforcement. We also provide the customer with a copy of all licenses and insurance needed to perform the job according to cleaning industry standards.

Delta Property Maintenance services include Daily Janitorial Services, General Maintenance, Complete Carpet Cleaning, Power Wash, Window Cleaning Daily Office Cleaning, Pressure Cleaning, Marble Polishing & Restoration, Fire and Water Damage Restoration. Emergency Cleaning, Special Events Cleaning. Delta's current customers include Miami Garden Office Center, Gap Stores, Banana Republic Stores, Ann Taylor Stores, and Margaritaville Resorts.

Delta Property Maintenance equipment includes 2 trucks fully equipped with a truck mount, Power Wash / Pressure Cleaning Machine, Floor Buffing Machines, Stripping Machines, Portable Carpet Cleaning Extractors, Power Wands, Squeegees for Window Cleaning, Blowers, Dehumidifier, Vacuums

Delta's Management Staff have been in the Cleaning industry for a combine 24 years experience. Please see all attached resumes of Stacey Nicol, Karim Maroun, and Michael Nicol. They have worked as Operation Managers for Cleaning Companies with contracts with City of Ft Lauderdale, Miami Dade County, City of Miami, City of Hollywood, City of Miami Beach and City of Palm Beach. Delta is capable and ready to service this contract.

TAB 6 CONTINUE: RESUMES

Stacey Nicol
6640 Emerald Lake Drive
Miramar FL, 33023
staceyy.nicol@gmail.com

KEY SKILLS

Dual Masters' degree candidate with a focus on Management and Finance
Excellent written and oral communication skills
Strong data collection, analysis and interpretation skills
Skilled at organizational, analytical and problem solving
Experience in leadership and project management and taxation
Brilliant report creation and documentation abilities with accurate detailing in form of analysis methods, interpretations, suggestions and conclusions

EDUCATION

University of Maryland University College

Master of Science in Financial Management (MS)/

Master of Business Administration (MBA)

Adelphi, MD

May 2014

Saint Thomas University

Bachelor of Business Arts in Management (BA)

Miami Gardens, FL

May 2009

WORK EXPERIENCE

Delta Property Maintenance Inc, Hollywood, FL

General Manager

August 2012 to Present

- Manage the Day-To-Day functions of operations with a focus on providing maximum customer satisfaction while achieving operational and sales objectives.
- Responsible and accountable for managing and coordinating all company activities - leading the Supervisors, and dealing with existing Clients and developing new Clients.
- Prepare bids to secure Federal, State, Local and Private contracts
- Oversee the Accounting & Human Resource Departments
- Manage the financial affairs of the Company, including all accounting functions; oversee the preparation of monthly reports, including operating statements, accounts receivable and payable reports, and cash flow analyses
- Monitor all contractual obligations (commercial and technical) - responsible for execution of project within cost, time, quality and safety parameters
- Responsible for implementation and proper compliance with various procedures and systems set in the co.
- Review periodically the Company's insurance policies to ensure adequate coverages and competitive prices.

Y and T Group, Pembroke Pines, FL

Junior Business Analyst

August 2010-August 2012

- Assists with gathering information for the preparation of federal tax returns for clients and subsidiary companies
- Oversees the processing of tax returns, estimates extension requests for clients and subsidiary clients, whilst maintaining integrity of all data
- Utilizing web based applications to complete tasks assigned by supervisor
- Evaluates data components and gathers requirements by utilizing methodologies such as Agile and Waterfall to formulate accurate decisions.
- Performs analysis of given data and draws accurate inferences, in accord with the objectives of the analysis.
- Employs an array of Microsoft office applications to complete assignments and create presentations such as Word, PowerPoint, Excel, MS Visio, Access and Publisher.

Bill Me Later/ PayPal, Hunt Valley, MD

Customer Service Representative

November 2009-August 2010

- Answered phone calls and responded appropriately to customer requests
- Provided customers with accurate information about company products when required
- Identified, revolved and researched customer issues using the computer system
- Documented and reported appropriate customer issues with supervisor if need arose

Saint Thomas University, Miami Gardens, FL

Administrative Assistant

October 2007- May 2009

- Improved/tightened storage/retrieval systems
- Updated and chased delegated tasks to ensure progress to deadlines
- Took initiative in supervisor's absence

LEADERSHIP EXPERIENCE/ AWARDS

Saint Thomas University Health and Wellness Advocates- **Co-President**

Bethany United Methodist Church- **Hospitality Manager**

PROFESSIONAL MEMBERSHIP

National Association of Professional Women- **Member**

Phi Beta Lambda Business Fraternity- **Member**

Delta Epsilon Sigma Honor Society- **Member**

Safe House of Hope- **Mentor**

Florida Breast Health Initiative- **Volunteer**

Gambians Against Rape and Molestation- **Volunteer**

Office Address
10025 SW 22ND Street
Miramar, FL 33025

Telephone:
Office: (954)367-2413
Cell: (305)308-5323

Karim Maroun

Qualifications

- Built a cleaning company from \$5,000 into a \$500,000 revenue business in 4 years.
- Extensive managerial experience in business services, outsourcing, sales, marketing, consulting and new market development for different companies, include contract negotiations, budget development and management.
- Ability to develop economic, commercial, scientific and cultural relations between countries.
- Participated in successful business startups and possesses strong ability to build new business.
- Highly effective management skills, noted for creating beneficial and productive employee/management relations.
- Proven track record of significant company growth and bottom line profitability.
- Successful at establishing and maintaining mutually profitable business relationships.
- Adept at providing hands-on leadership and direction in creation and development of new business ventures.
- Good listener, good sense of humor, easy to work with, conservative, responsible, hardworking. Level-headed, and honest.

Professional Experience

2012- Present Delta Property Maintenance Hollywood, FL

Operations Manager

Cleaning and Maintenance company serving facilities serving South Florida.

- Oversee the entire Field operations of the company.
- Approve of all financial obligations, and seek business opportunities and strategic alliances with federal, state, local and private entities for contracts.
- Providing training and management supervision to sales force and cleaning supervisors.

2007- 2011 AAA Plus Cleaning & Maintenance Services, Inc. Miami,

Operations Manager

Cleaning company serving facilities in Miami-Dade County, City of Ft. Lauderdale Special Event Cleaning – Spring Break and New Year's Eve Ball. City of Miami Police Departments and Libraries, City of Miami Beach City Hall, Community and Youth Centers, Blockbuster Video Stores in the entire State of Florida, Condominiums, Banks, Churches, High-Rise Buildings, Law Firms, and residential properties on a daily basis.

- Oversee the entire Field operations of the company.
- Assure that the affairs of the corporation are conducted in accordance with the laws of the land, the corporate bylaws and the policies established by the board or management team.
- Approve of all financial obligations, and seek business opportunities and strategic alliances with federal, state, local and private entities for contracts.
- Responsible for account solicitations and bids, building walk-through, job proposals and contracts.
- Attend corporate networking functions and chamber events to create strategic alliances with government and private sectors.
- Providing training and management supervision to sales force and cleaning supervisors.
- Represent the corporation at community networking functions.

1996 - April 2007

Bojangles

Miami, FL

General manager

Fast Food Franchise Restaurant- Ranked as the fastest growing fast-food chicken restaurant by the National Restaurant Association.

- Develop and maintain the vision of the company by overseeing marketing, product development, production, quality control, and customer service.
- Approval of all financial obligations.
- Involved in planning, developing, and establishing policies for business.
- Attend corporate networking functions and chamber events to promote the restaurant within the community.

Education

▪ 1992- 1996

Barry University

Miami Shores, FL

Business Management

MICHAEL NICOL

- Objective** Supervises the janitorial services of multiple assigned accounts to conform to direct cost budgets, quality standards, and customer satisfaction.
- Education** Graduation-August, 1996 St. Thomas University, Miami, Florida
MSM/Management
▪ Specializing in General Management
- Graduation-August, 1994 St. Thomas University, Miami, Florida
BA/Public Administration
Minor in Business Management
- Professional experience** 2012 – Present Delta Property Maintenance Hollywood, FL, Florida
Operations Manager
- Establish and maintain excellent customer relations through daily contact and customer visits Oversee the entire operations of the company
 - Complete regular quality inspections and act appropriately based on results
 - Ensure associates and leadership staff are trained properly with a focus on long term retention and safety
 - Ensure all associates follow policies and procedures
 - Actively participate in hiring process including communicating current and future staffing needs with recruiter and participating in interview process
 - Ensure monthly safety trainings are completed, investigate all incidents and acts appropriately based on results
 - Evaluates leadership staff and associates and recommends promotions, terminations, as well as employee relations matters
 - Complete and submit reports in an accurate and timely manner including but not limited to: payroll report, labor budget, supply budget, attendance reports, and safety reports.
 - Travel to other sites and attend meetings as required
 - Perform other duties as assigned (including cleaning when needed).

April 2002 – May 2012 RD Window & Carpet Cleaning / RD
Cleaning & General Maintenance / AAA Plus Maintenance Services
Miami, Florida

Chief Financial Officer

- Oversee the Accounting & Human Resource Departments
- Manage the financial affairs of the Company, including all accounting functions; oversee the preparation of monthly reports, including operating statements, accounts receivable and payable reports, and cash flow analyses
- Assist the President in preparing the annual capital and operating budgets and in the preparation of long-range financial projections and facilities plans.
- Administer personnel policies, practices and benefits.
- Prepare bids to secure Federal, State, Local and Private contracts
- Review periodically the Company's insurance policies to ensure adequate coverages and competitive prices.
- Supervise the annual audit and relations with the independent auditors.
- Stay informed about, and ensures compliance with, all applicable federal and local laws and regulations.

July 98- April 2002 Odeon Group Inc. Miami, Florida

Senior Management Consultant

- Assist President of company with marketing and planning objectives and initiatives, human resource related issues, and business operations.
- Supervise employees and serve as project team leader to ensure that services offered and work performed are inline with both client's expectations and the company's quality standards.
- Plan marketing events for the company and design innovative and effective marketing strategies to attract new clients.
- Attend corporate networking functions and chamber events to create strategic alliances with government and private sectors.
- Provide managerial and technical assistance to start-up existing businesses. Recommended strategies for operational efficiencies and competitive advantages.
- Researched different industries to develop growth management strategies for businesses
- Strategic analysis of different market segments

Computer

- All Windows Applications, Excel, Power Point, On-line services

Applications

References

Available upon Request

TAB 7: BUSINESS LICENSES

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2015

DBA: DELTA PROPERTY MAINTENANCE INC
Business Name: DELTA PROPERTY MAINTENANCE INC
Receipt #: 325-257798
Business Type: (JANITORIAL)

Owner Name: STACEY NICOL
Business Location: 4811 PEMBRROKE RD
HOLLYWOOD
Business Phone: 954-367-2413
Business Opened: 09/18/2013
State/County/Cert/Reg:
Exemption Code:

Rooms: **Seats:** **Employees:** 4 **Machines:** **Professionals:**

Tax Amount	Number of Machines:				For Vending Business Only			Vending Type:		Total Paid
	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost					
33.00	0.00	0.00	0.00	0.00	0.00	0.00			33.00	

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED
This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
DELTA PROPERTY MAINTENANCE INC
4811 PEMBRROKE RD
HOLLYWOOD, FL 33021
Receipt # ICP-13-00018370
Paid 09/15/2014 33.00

2014 - 2015

State of Florida



Department of State

I certify from the records of this office that DELTA PROPERTY MAINTENANCE, INC is a corporation organized under the laws of the State of Florida, filed on October 11, 2012, effective October 11, 2012.

The document number of this corporation is P12000086216.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on April 27, 2013, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Ninth day of September, 2013



CR2EO22 (1-11)

Ken Detzner

Ken Detzner
Secretary of State

TAB 8: EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/30/14

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

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

PRODUCER Joseph Insurance Group 3600 S. State Rd 7 Ste. 9 Miramar, FL 33023 Phone (954) 367-6005 Fax (954) 981-0144		CONTACT NAME: PHONE (A/C No. Ext): (954) 367-6005 FAX (A/C No.): (954) 981-0144 E-MAIL ADDRESS: merl@josephinsurancegroup.com	
INSURED Delta Property Maintenance Inc 4811 Pembroke Road Hollywood, FL 33021 (305) 975-6303		INSURER(S) AFFORDING COVERAGE INSURER A: Tapco INSURER B: Worldwide Insurance INSURER C: INSURER D: INSURER E: INSURER F:	

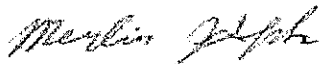
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y	JUKNV-Z	10/03/2014	10/03/2015	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMPI/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Bond	Y		62199881	10/24/2014	10/24/2015	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Dishonesty Bond \$ 100,000.00
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER	CANCELLATION
---------------------------	---------------------

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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2014

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

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

PRODUCER BB Insurance Marketing Inc 10167 W Sunrise Blvd, 3rd Floor Plantation FL 33322		CONTACT NAME: Andrea Lopez Ext. 314 PHONE (A/C, No, Ext): 888-728-0817 E-MAIL ADDRESS: andrea@bbimi.com FAX (A/C, No):	
INSURED DELTA-6 Delta Property Maintenance Inc 4811 Pembroke Rd Hollywood FL 33021		INSURER(S) AFFORDING COVERAGE INSURER A: FRFSIF/Retail First Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10700	

COVERAGES

CERTIFICATE NUMBER: 933467008

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SUB# 77056	10/1/2014	10/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Property Management Company located at 4811 Pembroke Rd, Hollywood, FL

CERTIFICATE HOLDER**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

**TAB 11: ADDITIONAL SERVICES
AVAILABLE IN-HOUSE**

Delta Property Maintenance, Inc., is a commercial cleaning and maintenance services company.. The company's headquarters is located in Hollywood in a 2,500 square feet facility.

Services

Daily Janitorial Services

Carpet Cleaning

Marble Polishing & Restoration

General Maintenance

Water Extraction

Fire & Water Damage Restoration

Upholstery Cleaning

Pressure Cleaning

Window Cleaning

Emergency Services

Equipment

2 trucks fully equipped with a truck mount

Power Wash / Pressure Cleaning Machine

Floor Buffing Machines

Stripping Machines

Portable Carpet Cleaning Extractors

Power Wands

Squeegees for Window Cleaning

Blowers

Dehumidifier

Vacuums

TAB 12: REFERENCES / CLIENTS

REFERENCES

1.

CITY OF HOLLYWOOD FIRE RESCUE DEPARTMENT
2600 HOLLYWOOD BLVD
HOLLYWOOD, FL 33022

CONTACT: BRIAN COOKE
TEL: 863-610-0350 or via email at bcooke@hollywoodfl.org

Work Performed: Daily Office Building Cleaning/Janitorial Services

2.

EASTERN CARIBBEAN TRADING
1660 NW 54TH AVE, UNIT 24
MIAMI GARDENS, FL 33020

CONTACT: NIGEL HANLEY
TEL: 305-625-1219 or via email at ectrade@aol.com

Work Performed: Daily Office Building Cleaning/Janitorial Services

3.

COASTAL TISHMAN
1112 NORTH OCEAN DRIVE
HOLLYWOOD, FL 33019

CONTACT: PAUL ROSEN
TEL: 954-367-7872 or via email at paul.rosen@coastaltishman.com

Work Performed: Daily Office Cleaning/Special Event Cleaning