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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: Octavia Mills (signature) 12/30/14 (date)

Name (printed) Octavia Mills Title: President

Company: (Legal Registration) Evergreen Cleaning Service, 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: 5430 Flagler Street

City: Hollywood State: FL Zip: 33021

Telephone No. 9545596385 FAX No. 9549853874 Email: omills@egcleaningservice.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 15

Payment Terms (section 1.04): 45 Total Bid Discount (section 1.05): _____

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. 1 Date Issued 12/11/14

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:

revised 06/11/14

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>
_____	_____
_____	_____

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.

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) Evergreen Cleaning Service 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: Evergreen Cleaning Service, Inc

AUTHORIZED COMPANY PERSON: Detencia Mills [Signature] _____
NAME SIGNATURE DATE

**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).

Page 1 of 4

	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>14.00</u> /svc	\$ <u>5110.00</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>12.00</u> /svc	\$ <u>4380.00</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>14.00</u> /svc	\$ <u>5110.00</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>18.00</u> /svc	\$ <u>936.00</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>12.00</u> /svc	\$ <u>8760.00</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>14.00</u> /svc	\$ <u>5110.00</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>14.00</u> /svc	\$ <u>5110.00</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>17.00</u> /svc	\$ <u>6205.00</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>26.00</u> /svc	\$ <u>9490.00</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>12.00</u> /svc	\$ <u>4380.00</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>14.00</u> /svc	\$ <u>5110.00</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>20.00</u> /svc	\$ <u>1040.00</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>14.00</u> /svc	\$ <u>5110.00</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>14.00</u> /svc	\$ <u>5110.00</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>14.00</u> /svc	\$ <u>5110.00</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>18.00</u> /svc	\$ <u>6570.00</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>14.00</u> /svc	\$ <u>5110.00</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>20.00</u> /svc	\$ <u>28080.00</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>28.00</u> /svc	\$ <u>4704.00</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>14.00</u> /svc	\$ <u>5110.00</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>14.00</u> /svc	\$ <u>5110.00</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>14.00</u> /svc	\$ <u>5110.00</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>35.00</u> /svc	\$ <u>12775.00</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 \$ 148,640



THE CLEANING PROPOSAL IS SUBMITTED BY:

EVERGREEN CLEANING SERVICE, INC.
PO BOX 813212
HOLLYWOOD, FL 33081
ESTABLISHED IN 2009

Contact Information:
Octavia Mills, President
Phone – (954) 559-6385
Fax – (954) 985-3874

A handwritten signature in blue ink, appearing to read "Octavia Mills", is written over a horizontal line.

Signature

Tab 5: Letter of Interest.

Thank you for the opportunity to submit a proposal for the janitorial services, park for the City of Fort Lauderdale. We are excited about the opportunity to work with a government sector committed to serving the community we live in. We understand that the city's public buildings are crown jewels for the city of Fort Lauderdale and Evergreen Cleaning Service, Inc. is confident that it can provide first-class cleaning services warranted by facilities of this stature. It would be our privilege as a small business founded in South Florida to serve the city of Fort Lauderdale.

We are a certified minority owned company with a commitment in creating local jobs and serving the community. In addition Evergreen Cleaning Service has implemented environmentally friendly products and processes to better serve the environment, our clients and our employees. We are committed to continue improving our services by keeping close contact with industry leaders and suppliers that continue to educate and train our staff.

We feel that our dedication and close relationship with our clients has given us customer retention and satisfaction. If awarded the contract one of our quality control representatives and an onsite manager would oversee the facilities and ensure that our cleaning standards are met.

Included with this letter is our proposal for cleaning services for the City of Fort Lauderdale, Parks which has been prepared in accordance with the specifications set forth in your Request for Proposal. In drafting our proposal, we utilize information gathered during our visits to the different facilities as well as our experiences at similar facilities we serve.

Tab 6: Statement of Proposed Services

(A) An assessment of capability and approach to perform the scope of service.

We have some employees who have been employed by us for several years and others who have been hired this past year or in recent years. There is never a “guarantee” that an employee will be long term, but we do our best to retain quality, dependable employees by paying them a competitive wage and by respecting and understanding their needs and circumstances. We, in return, expect them to perform their work up to or beyond the expectations of the contract and to be dependable and trustworthy. We have found this philosophy to be one of the key ingredients in our success. We have an Employee Handbook that communicates our company policies and expectations of quality cleaning and other responsibilities. We also follow up with the necessary procedures if they fail to adhere to our policies and standards.

Owner of Evergreen Cleaning Service:

Octavia Mills, (College Graduate B.S. Degree) Certified by the School Board of Broward County as W/MBE since 2010, currently recertifying with Broward County for SBE/CBE. Enrolled to be certified by IICRC in carpet cleaning, upholstery cleaning, and stain removal.

Administrative Staff:

Nicole Mills (High School Graduate)

Gwendolyn Kemp (High School Graduate)

Our office staff performs periodic evaluations of our accounts to make sure everything is being done satisfactorily. We also have reports that our employees are required to complete according to the job description for each job. Our administrative staff also will serve as a contact person for these locations in case any problems or concerns.

QUALITY CONTROL PLAN (REPORTING)

- Evergreen Cleaning Service keep copies of rosters for all shifts worked at each building locations.
- Staff will be onsite and able to help with any request The City of Fort Lauderdale may have on a daily basis. As a partner, Evergreen Cleaning Service is committed to being as transparent as we can on information that is pertinent to the scope of the work being performed.
- The City of Fort Lauderdale will have full access to all reports and inspections.

QUALITY CONTROL PLAN (STAFFING)

- Evergreen Cleaning Service performs interviews for all employees and multiple interviews and reference checks for all salaried personnel. Evergreen Cleaning Services perform background and I-9 checks on all prospective employees.
- All employees participate in the training programs which is site specific to each of The City of Fort Lauderdale buildings.
- Our staff includes bilingual supervisors to ensure that all the members of Evergreen Cleaning Service can efficiently communicate. Communication barriers will not become a performance issue.
- Evergreen Cleaning Service is successful at recruiting and retaining high-quality employees. This success is due to the fact that we pay a reasonable starting wage. Moreover, we use minimum shift calls, which in this case, we propose to be three hours for regular shifts.

DAILY SCHEDULING

- Rosters and schedules are created over two weeks in advance to ensure accurate staffing levels, staging, and employee punches.
- Evergreen Cleaning Service use both biometric time clocks as well sign-in rosters to ensure the proper amount of employees per shift.
- Hours are calculated each day to ensure the proper numbers of hours are worked each day in accordance with management allocation of hours.
- Schedulers work hand and hand with Office Personnel to report tardy employees or missing employees.

- Rosters for each event are clearly labeled and presented to the appropriate manager before their shift.
- Any management notes or shift instructions will also be placed on the managers rosters as an additional control.

SCOPE OF SERVICE

Daily Cleaning Schedule

- Empty all trash receptacles and replace plastic bag liners.
- Sweep and mop all flooring with a disinfectant cleaner and rinse flooring; pre spot clean any dirt or stains with appropriate cleaners and solvents as needed to maintain an acceptable appearance.
- Replenish hand towels, toilet tissue, and soap dispensers. There shall be a minimum of two rolls of toilet tissues in each stall at all times.
- Clean all mirrors with an appropriate mirror cleaner.
- Clean and disinfect all basins, sink and counter tops.
- Clean inside and outside of all toilet and urinals with a disinfectant.
- Clean and remove any debris, fecal matter, trash, cigarette residue, gum, food, dirt, as well as graffiti from the inside of restrooms and it's interior walls, partitions, floors, sinks and toilets.
- Report graffiti on exterior surfaces.
- Check all toilets, urinals, sinks, hand dryers, light fixtures, and soap dispensers to make sure they are operational; report inoperative equipment to the Contract Administrator.
- Replace all urinal blocks ensuring plastic wrappers are completely removed; urinal blocks must be placed in plastic screen holders.
- Restrooms with floor drains shall have a disinfectant and deodorizer poured into drains. Bleach shall not be used.

Weekly Cleaning Schedule

- Clean all interior glass, windows, window frames, and sills with a window cleaner.
- Clean all non-glass doors and door frames.
- Wipe down all shelving with a damp cloth.
- Clean and disinfect all showers (if applicable).
- Clean all locker tops (if applicable).
- Clean all walls; clean tile walls with a non-toxic tile cleaner.
- Clean all chrome, stainless steel or metal railings, fixtures and metallic wall panels with a stainless steel cleaner/polish.
- Clean all blinds, window treatments, wall plates, window and door hardware.

Monthly Cleaning Schedule

- a. Dust and clean all exhausts, air conditioning registers and air return vents.
- b. Remove any/all cobwebs.
- c. Clean baseboards.
- d. Clean tile floor grout.
- e. Clean trash receptacles.
- f. Open and clean ceiling fixtures.

LIST OF EQUIPMENTS

HEAVY EQUIPMENTS

- 1 Powrflite Cold Water Carpet Extractor
- 1 Powrflite Hot Water Carpet Extractor
- 1 Powrflite 19' floor Scrubber
- 2 Tennant 20' Burnisher
- 3 Powrflite Buffers

VACUUMS

- 3 Sanitaire Upright Vacuums
- 2 Powrflite Backpack Vacuums
- 3 10 gallon Wet Vacs

PRESSURE CLEANING EQUIPMENT

- 1 3000 PSI Hot Water Pressure Washer with wands
- 1 26' Eagle Surface Cleaner

VEHICLE

- 1 F250 Pickup Truck

MISC. EQUIPMENT

- 2 Way Radios
- 2 Janitorial Carts
- Cleaning Dispensers

OFFICE EQUIPMENTS

- 1 HP Computer (Software installed Microsoft Office, Adobe Acrobat and Outlook)
- 1 HP Deskjet Printer (with scanner)
- 1 Cellular Phone
- 1 Fax Machine
- 1 Office Desk

(B) Identification of Proposer's distinctive competence and staff qualification.

Evergreen Cleaning Service began operations in 2009 as a janitorial cleaning company located in the city of Hollywood, FL and in 2011 we expanded into a full service janitorial company servicing the surrounding tri counties (Miami Dade, Broward and Palm Beach). The company's primary focus is to provide services to large facilities and property management organizations in South Florida. Evergreen Cleaning Service has 10 employees throughout Dade and Broward Counties.

We are committed to our clients and partners and offer a variety of programs to ensure safety and sustainability. These programs include a Drug Free Workplace, Safety Manuals that comply with OSHA standards and Employee Handbooks.

As part of our process we have a reporting system and a supervisor's checklist that is submitted on a weekly basis to ensure proper duties are met and completed to our expectations. We have a strong track record of client satisfaction due to our consistent supervision and close contact with key personnel.

Our management team has over 20 years of experience in providing services to facilities such as commercial retail stores and government entities. Therefore we can deliver the superior level of service required at the city's facilities.

We have several qualified employees who have shown an interest in this job if we are awarded it. The current employees that have shown an interest are as follow:

PROJECT SUPERINTENDENT – OCTAVIA MILLS (College Graduate, hired 2009)

Works to develop long term goals and corporate strategy.

Builds strategic community relationships to ensure appropriate staff levels and quality.

Works with employee base to foster loyalty and buy into company mission.

Leads green efforts within the company.

OPERATIONS MANAGER – ANDREW CUFFY (College Graduate, hired 2009)

Provides direction to company and staff.

Works directly with clients to identify priorities.

Ensures compliance with contractual obligations.

Leads employee training.

SENIOR SITE MANAGER – TORIANTO THOMPSON (College Graduate, hired 2009)

Assists the GM with day to day operations.

Coordinates equipment maintenance logs.

Leads crew in special projects with maintenance equipment.

Broad background in carpet cleaning and floor finishing.

Orders and delivers products to job sites.

SUPERVISOR – ASHELLY MILLS (High School Graduate, hired 2010)

Oversees work routes and reviews crew efficiency.

Skilled in conducting training sessions.

Reviews crew efficiency.

Keeps inventory of equipment and supplies.

SERVICE CREWS-

Maria Branciforte

Gladys Lopez

Ingrid Novoa

Maylin Veloso

Ramon DeMaria

Hector Padilla

Allan Mills

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: EVERGREEN CLEANING SERVICES **Receipt #:** 325-22789
Business Name: EVERGREEN CLEANING SERVICES **Business Type:** CLEANING SERVICES (HOME)

Owner Name: OCTAVIA MILLS **Business Opened:** 04/30/2009
Business Location: 5430 FLAGLER ST **State/County/Cert/Reg:**
 HOLLYWOOD **Exemption Code:**

Business Phone: **Rooms:** **Seats:** **Employees:** **Machines:** **Professionals:**

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

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS


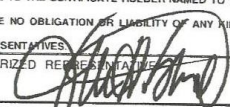
THIS BECOMES A TAX RECEIPT WHEN VALIDATED

Mailing Address:
 OCTAVIA MILLS
 5430 FLAGLER ST
 HOLLYWOOD, FL 33021

Receipt # WWW-13-00114475
Paid 09/23/2014 33.00

2014 - 2015

Tab 8: Evidence of Insurance

		<h2 style="margin: 0;">CERTIFICATE OF LIABILITY INSURANCE</h2>		DATE(MM/DD/YYYY) 11/3/2014		
PRODUCER EQUITY INSURANCE UNDERWRITERS 1930 Harrison Street, Suite 306 Hollywood, FL 33020 (954) 923-2474			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED EVERGREEN CLEANING SERVICE 5430 FLAGLER STREET HOLLYWOD, FL 33021			INSURERS AFFORDING COVERAGE INSURER A: UNITED STATE LIABILITY INSURANCE INSURER B: SCOTTSDALE INSURANCE CO. INSURER C: INSURER D: INSURER E:		NAIC#	
COVERAGES						
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YYYY)	POLICY EXPIRATION DATE(MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	CL1586257A	11-4-14	11-4-15	EACH OCCURRENCE \$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		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				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
B		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	CPS1844123	11-4-14	11-4-15	EACH OCCURRENCE \$ 1,000,000
		DEDUCTIBLE RETENTION \$				AGGREGATE \$ 1,000,000
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
OTHER						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS						
CERTIFICATE HOLDER				CANCELLATION		
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: 		

ACORD25(2009/01)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/3/2014

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 Ace Underwriting Group Customer Service Center 5305 West Broward Blvd. Plantation, FL 33317	CONTACT NAME: Nadelie Haston PHONE (A/C, No, Ext): 954-581-0202 FAX (A/C, No): 954-581-2999 E-MAIL ADDRESS: service@underwriting.com
INSURED Mills, Octavia dba Evergreen Cleaning Service 5430 Flagler St Hollywood, FL 33020	INSURER(S) AFFORDING COVERAGE INSURER A: Technology Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

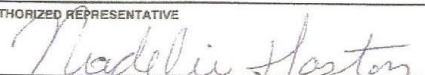
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					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"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					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	PWC009393-14	01/20/2014	01/20/2015	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER CANCELLATION

Insured's Copy	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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Your ID Cards

Keep these cards handy--in your glove compartment or wallet. And contact us anytime you have a question or need to report a claim.

If you have a claim, we'll get you back on the road as soon as possible. And while you'll always have a choice where to repair your vehicle, when you use a shop in our preapproved network, we'll guarantee your repair for as long as you own or lease your vehicle.

Thank you for choosing Progressive.

✂

<p>EVERGREEN CLEANING SERVICE</p>  <p>Form A022 FL (03/11)</p>	<p>Florida Automobile Insurance Identification Card</p> <p>Insurer: PROGRESSIVE EXPRESS INS COMPANY - 02962 Policy Number: 02011344-1 Effective Date: 01/19/2014 Expiration Date: 01/19/2015</p> <p><input checked="" type="checkbox"/> Personal Injury Protection Benefits/Property Damage Liability <input checked="" type="checkbox"/> Bodily Injury Liability</p> <p>Named Insured(s): EVERGREEN CLEANING SERVICE DBA: MILLS OCTAVIA</p> <table border="0"><tr><td>Year</td><td>Make</td><td>Model</td><td>VIN</td></tr><tr><td>1997</td><td>FORD</td><td>F250</td><td>1FTEF2769VKC74674</td></tr></table> <p>Policy Type: Commercial NAIC Number: 10193 NOT VALID FOR MORE THAN ONE YEAR FROM EFFECTIVE DATE.</p>	Year	Make	Model	VIN	1997	FORD	F250	1FTEF2769VKC74674
Year	Make	Model	VIN						
1997	FORD	F250	1FTEF2769VKC74674						
<p>IF YOU'RE IN AN ACCIDENT</p> <ol style="list-style-type: none">1. Remain at the scene. Don't admit fault.2. Find a safe location, call the police, and exchange driver information.3. Call Progressive right away. <p>TO REPORT A CLAIM Call 1-800-274-4499 or go to claims.progressive.com.</p> <p>PROGRESSIVE</p> <p>KEEP THIS CARD IN YOUR VEHICLE WHILE IN OPERATION.</p>	<p>Your Agent: A AAACE UNDERWRITERS 1-954-922-8990</p> <p>See claims reporting information on reverse side. Misrepresentation of insurance is a first degree misdemeanor.</p>								

Tab 9: Assessments of the City of Fort Lauderdale’s needs and the quality of the proposal to meet those needs, including plan/outline.

Start Up Plan/Transition Plan by Week

Week One

- Work with the City of Fort Lauderdale to establish goals and priorities for each work site locations.
- Mutually agree on a communication plan and outline meeting schedules between Evergreen Cleaning Service and The City of Fort Lauderdale.
- Familiarize and train Evergreen Cleaning Service staff with The City of Fort Lauderdale protocol and expectations.
- Establish work “routes” in each building location.
- Create facility specific checklists and specification schedules.
- Perform green assessments and reviews/establish each buildings recycling plans.
- Provide all emergency contact information to The City of Fort Lauderdale.

Week Two

- Work with The City of Fort Lauderdale staff to finalize daily P&L and other reporting templates to track the progress of actual work versus budget.
- Develop site specific training programs incorporating green cleaning/recycling.
- Establish quality control team and related procedures.

Week Three

- Perform employee training procedures.
- Begin day to day cleaning of the facility.
- Present proposal for project work and frequency schedule.
- Begin quality control procedures including related checklists and on-site reviews by management.
- Review work assignments and implement any necessary changes.

Week Four

- Assess the performance over the first three weeks.

- Ensure protocols are being followed as designed and adjust if changes are necessary.
- Reinforce employee training with on the job coaching and development.

Tab 10: Ability to assign appropriate resources to the account in a timely manner.

Cleaning Assignments / Work plans

- Even though Evergreen Cleaning Service employees are well-versed in all areas of cleaning, each employee will be given an exact job description for each shift they work. To keep things consistent Evergreen Cleaning Service schedulers try to group employees into reoccurring duties to keep a consistent level of clean for each building location.
- Prior to the start date, Evergreen Cleaning Service management in conjunction with the City of Fort Lauderdale officials will detail work routes and assignments for all areas in each of the assigned buildings.
- Evergreen Cleaning Service hires employees for a variety of different positions to provide Services at our different operating locations. Evergreen Cleaning Service understands that every building has a unique footprint and may require different job descriptions to perform essential tasks unique to that building. Evergreen Cleaning Service will work to identify these items and fit our methods to your building.

Tab 11: Additional services available in-house.

- Stripping/Waxing \$.35
- Carpet Cleaning \$.22
- Pressure Cleaning \$.09
- VCT Floors \$.35

Tab 12: Clients/Reference

We are very qualified to perform this work as we have experience in other similar jobs as noted below:

1. Bass Pro Shops, 11551 Northwest 12th Street, Miami, FL 33172 since 2010, Chris Smeraglia (Store Manager) 786-266-1957
2. Rent-A-Center, 19924 Northwest 2nd Avenue, Miami, FL 33169 since 2010, Juan Astascio (Manager) 786-955-3429
3. DAS Assets, 1295 Northeast 179th Street, North Miami Beach, FL 33162 since 2013, Andrew Stephenson (Manager) 305-528-2273
4. T& J Diversified Services, 3311 SW 32nd Court, Hollywood, FL 33023 since 2010, Jody Williams (Manager) 954-588-1539
5. James A. Cummings Construction, 3575 Northwest 53rd Street, Fort Lauderdale, FL 33309 since 2013, Diana Rivero (Secretary) 954-414-9050