

**RFP # 555-11543**

**JANITORIAL SERVICES – PARKS**

**PERM A CARE J.S. INC.**  
**2740 EAST OAKLAND PARK BLVD.**  
**SUITE 206**  
**FORT LAUDERDALE, FL 33307**  
**TEL: 954 522-4495**  
**[Diana@permacare.net](mailto:Diana@permacare.net)**  
**[www.permacare.net](http://www.permacare.net)**

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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: Diana Bedos (signature) 12/21/14 (date)

Name (printed) DIANA BEDOS Title: owner

Company: (Legal Registration) Perm a Care J.S. 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: 2740 E. Oakland Park Blvd. Suite 206

City Fort Lauderdale State: FL Zip 33306

Telephone No 954 522 4495 FAX No. Email: diana@permacare.net

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

Payment Terms (section 1.04): 15 Total Bid Discount (section 1.05): 15

Does your firm qualify for MBE or WBE status (section 1.09): MBE \_\_\_ WBE 15

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 [checked] NO \_\_\_ MasterCard YES [checked] 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.

Variations: N/A

**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>
N/A	N/A
_____	_____
_____	_____
_____	_____
_____	_____

**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) \_\_\_\_\_  
Business Name 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.

(2) Perma-Care J.S. Inc.  
Business Name 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.

(3) \_\_\_\_\_  
Business Name 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.

(4) \_\_\_\_\_  
Business Name 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.

(5) \_\_\_\_\_  
Business Name 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.

(6) \_\_\_\_\_  
Business Name 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.

BIDDER'S COMPANY: Perma-Care J.S. Inc.

AUTHORIZED COMPANY PERSON: [Signature] DIANA BEDOS 12/21/14  
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).

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	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>13.20</u> /svc	\$ <u>4818.00</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>8.80</u> /svc	\$ <u>3212.00</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>9.90</u> /svc	\$ <u>3613.50</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>24.20</u> /svc	\$ <u>1258.40</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>13.50</u> /svc	\$ <u>9855.00</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>13.20</u> /svc	\$ <u>4818.00</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>22.00</u> /svc	\$ <u>8030.00</u>
8.	Floyd Hull Stadium – inside the Park at the corner of SW 8 <sup>th</sup> 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>14.30</u> /svc	\$ <u>5219.50</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>8.80</u> /svc	\$ <u>3212.00</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>9.90</u> /svc	\$ <u>3613.50</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>12.10</u> /svc	\$ <u>4416.50</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>26.44</u> /svc	\$ <u>1372.80</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>14.30</u> /svc	\$ <u>5219.50</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>9.90</u> /svc	\$ <u>3613.50</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>13.20</u> /svc	\$ <u>4818.00</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>13.20</u> /svc	\$ <u>4818.00</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>14.30</u> /svc	\$ <u>5219.50</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>19.50</u> /svc	\$ <u>27,318.00</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>63.15</u> /svc	\$ <u>10,609.20</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>13.00</u> /svc	\$ <u>4745.00</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>14.75</u> /svc	\$ <u>5383.75</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>16.50</u> /svc	\$ <u>6022.50</u>
23.	15 <sup>th</sup> 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>29.15</u> /svc	\$ <u>10,128.75</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 \$ 141,394.90

**TAB 5 - LETTER OF INTEREST**

Perm a Care J.S. Inc.  
2740 E. Oakland Park Blvd.  
Suite 206  
Fort Lauderdale, FL 33306

Mailing Address:  
P.O. Box 812101  
Boca Raton, FL 33481

December 22, 2014

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue  
Room 619  
Fort Lauderdale, FL 33301

To Whom It May Concern:

Perm a Care J.S. Inc. is a qualified, 100% woman owned, small local business. We are a drug free workplace (our new certification is due on January 2, 2015) and much of our cleaning team live and work in Broward County and many in the City of Fort Lauderdale. (We shall be providing names and addresses).

A full range of cleaning services, including specialties such as strip/wax, grout cleaning, power washing, etc. are offered to our clients. For the last four years, we have had the privilege of working with the City of Fort Lauderdale Parks, so our staff is well acquainted with all the venues and needs of Fort Lauderdale employees, tourists and residents.

Constant updating of our equipment, machinery and products, as well as keeping our teams abreast of the latest methods and techniques, ensures quality service at all times.

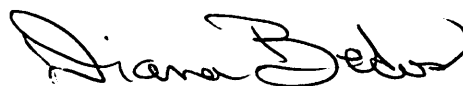
With full inspection coverage, resources for special events and a guaranteed, immediate response time for emergencies will help to alleviate the strain on City employees. Available 24/7, we are there to meet any and all demands.

With an experienced supervisory team as well as a well-seasoned, dependable working crew, we strive to meet, and to surpass, your expectations.

On behalf of the Perm a Care J.S. Inc. team and myself, we would be prepared and honored to be able to work with the City of Fort Lauderdale, its employees, residents and tourists to preserve a clean and healthy environment.

Thank you for the opportunity to present our proposal.

Yours truly,

A handwritten signature in black ink that reads "Diana Bedos". The signature is written in a cursive style with a large, looping initial "D".

Diana Bedos  
Owner

## **TAB 6 - STATEMENT OF PROPOSED SERVICES**

**Perm a Care J. S. Inc. has been providing a full range of quality janitorial services, similar to the requirements in this contract, for over 50 years. It ensures a personalized, service driven approach on creating and maintaining a clean, healthy and attractive environment for our clients and their patrons.**

**Perm a Care will provide staff living in the City of Fort Lauderdale and/or Broward County to do all work. Special services will be assigned to an experienced professional.**

- 1. Perm a Care will assign four (4) to five (5) separate crews to specific parks which, in turn, will be divided in five (5) different zones in order to ensure completion of work within specified time frames.**
- 2. A crew supervisor will oversee the teams and will be available 24/7 for emergency situations. He will also be responsible for weekly, as well as unscheduled, inspections and direct communication with any/all employees of the City of Fort Lauderdale.**
- 3. Management of Perm a Care is available for rescheduling, extra scheduling, etc. at all times to employees of the City of Fort Lauderdale.**
- 4. Perm a Care will undertake to perform any extra work which is needed by the City (such as floor strip/wax, carpet cleaning, window washing, etc.) at a reasonable and competitive rate.**
- 5. The current time punch system will be utilized as a monitoring system.**
- 6. Perm a Care will provide high quality janitorial supplies and equipment along with a proper equipment maintenance program.**
- 7. Perm a Care is always reachable (24/7) with hands on rapid reponse management and well-trained, consistent and dependable workers.**
- 8. This project's "scope of services" is extremely familiar to Perm a Care management and workers, as the company has handled similar contracts in the past, as well as the present.**
- 9. Perm a Care, if awarded the contract, will:**
  - ~ Provide proper communication of all problems, repairs, delays, graffiti, etc. to the contract administrator and/or responsible authority at the City.**

- ~ **Provide well-trained, experienced and adequate manpower.**
- ~ **Will be available 24 hours a day, 7 days a week.**
- ~ **Provide updated cleaning procedures and products as available.**
- ~ **Provide daily, weekly and monthly cleaning schedules.**
- ~ **Provide an initial, thorough cleaning of all facilities.**

# 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:**  
**Business Name:** PERMACARE JS INC

**Receipt #:** 325-18587  
**Business Type:** CLEANING/JANITORIAL  
(CLEANING/JANITORIAL)

**Owner Name:** DIANA BEDOS  
**Business Location:** 3486 PINE HAVEN CIRCLE  
PALM BEACH COUNTY  
**Business Phone:** 9545224495

**Business Opened:** 03/29/2005  
**State/County/Cert/Reg:**  
**Exemption Code:**

Rooms                      Seats                      Employees                      Machines                      Professionals

3

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	3.30	0.00	0.00	0.00	0.00	36.30

**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:**

DIANA BEDOS  
P O BOX 812101  
BOCA RATON, FL 33481

Receipt #05A-13-00009350  
Paid 07/15/2014 36.30

**2014 - 2015**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/17/2014

<b>PRODUCER</b> SAFEGUARD CASUALTY INSURANCE 9996 PINES BLVD PEMBROKE PINES, FL 33024	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.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> PERM-A-CARE JANITORIAL SERVICES, INC P.O. BOX 812101 BOCA RATON, FL 33481	INSURER A: COVINGTON SPECIALTY INS CO.	
	INSURER B: SENTINEL INSURANCE	
	INSURER C: ROCKHILL INSURANCE CO	
	INSURER D: TECHNOLOGY INS	
	INSURER E:	

## 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/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	VBA348889-00	12/03/2014	12/03/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	21UECNE9019	09/21/2014	09/21/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
C		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION	RXSLWGR001805-00	12/03/2014	12/03/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$
D		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	TWC3426575	09/21/2014	09/21/2015	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

City of Fort Lauderdale is listed as additional Insured with respect to the GL policy.

## CERTIFICATE HOLDER

CITY OF FORT LAUDERDALE  
 PROCUREMENT SERVICES DIVISION  
 100 N. ANDREWS AVENUE  
 ROOM 619  
 FORT LAUDERDALE, FL 33301

## 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

*Luffany*

## **IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



**TAB 9 - CITY OF FORT LAUDERDALE'S NEEDS**

Perm a Care J.S. Inc. recognizes that the City of Fort Lauderdale must meet the requirements of the City council, representatives and employees, as well as meet the standards of the residents and tourists visiting the venues in the City of Fort Lauderdale. We endeavor to maintain the City's common areas and venues in a respectable, environmentally and health conscious, as well as pleasant, condition. We commit to employing workers living in the immediate area and who are well familiar with all of the venues and needs of the visitors and employees of these venues.

**We shall commit to respect the City of Fort Lauderdale's needs in the following venues by providing at least a 15-20 minute service, as outlined below on the following days and times and will provide the necessary chemicals, equipment, paper products, liners, disinfectants, deodorizers as well as weekly and monthly deeper cleanings. Any additional holiday, special events services or emergency services will be provided along with restocking the necessary materials.**

Perm a Care will provide schedules to the assigned coordinator listing dates, daily duties and deep cleanings.

The parks and recreation facilities will be broken down in to five zones.

**ZONE 1**

Mills Pond Baseball RRs	7 days @	6:00 am
Mills Pond Multi Field RRs	7 days @	6:30 am
Holiday Park Baseball RRs	7 days @	7:10 am
Holiday Park Multi Field RRs	7 days @	7:45 am
George English Park	7 days @	8:15 am
Riverland Park	7 days @	9:00 am
15 <sup>th</sup> Street Boat Basin – Cox Landing	7 days @	Before 12:00 noon
Parks Yard RR	Tuesday	Before 12:00 noon
George English Admin	Thursday	9:30 am

**ZONE 2**

FLL Stadium	Mon-Wed-Sat (or TBD)	1:00 pm
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Palm Aire Village	7 days @	8:00 am
Dottie Mancini	7 days @	8:55 am
Floranada	7 days @	9:25 am
Bayview Park	7 days @	10:00 am

**ZONE 3**

Morton Activity Center	7 days @	8:40 am
Bayview Park	7 days @	9:20 am
Jimmy Evert Tennis Center	7 days @	10:00 am
Sunset Park	7 days @	10:35 am
Hardy Park	7 days @	11:00 am

**ZONE 4**

Floyd Hull Stadium (8 <sup>th</sup> )	7 days @	7:50 am
Floyd Hull Across Morton	7 days @	8:20 am
South Beach RRs		
Weekdays	5 days @	7:00am, 12:00 noon, 4:00pm
Weekends	2 days @	6:00am, 9:00am, 12:00 noon, 3:00pm, 5:00pm, 7:00pm

**ZONE 5**

Cooley's Landing Parking Lot	7 days @	Before 8:00 am
Las Olas Esplanade at Riverwalk	7 days @	Before 8:00 am

All locations may be serviced with a monitor (Porter service) and continuous restocking on a per hour basis for special events, holiday events, emergency services etc. dependent on the location and degree of service required by the City and agreed upon with the City and Perm a Care at no more than 1 and ½ the usual service fee on an hourly basis.

## **TAB 10 – APPROPRIATE RESOURCES**

Perm a Care J.S. Inc. has the appropriate, experienced workers already in place and familiar with the venues in Fort Lauderdale. These workers live and work in the City of Fort Lauderdale and/or Broward and are supervised by four team leaders as well as our Operations Manager, Sal Almendarez.

Sal Almendarez is experienced with parks and recreational centers' daily and special needs, such as floor stripping, polishing, waxing, carpet cleaning and deep cleaning, etc. He is available to all 24/7.

He is a "hands on" supervisor with our company's workers and provides supplemental experience, advice and help for the day to day functioning of the crew and for administration of additional, specialized projects.

Diana Bedos is the sole owner of the company and is available for consultation 24/7. She will ensure that any, and all, problems, concerns and projects are assigned to the appropriate teams. She is available for any emergency situations, special requests for services and the daily functioning of all of her cleaning teams.

Elizabeth Rojo is our HR person, office manager and overall liaison professional. She is in constant contact with management, supervisors, workers and clients. She is the backup for all situations and available 24/7.

Each client's venue has a team leader who reports back to the above three, ensuring that no problem, concern, need, etc. goes unanswered.

Perm a Care responds to emails, texts and telephone calls at all times.

Some of our workers living in the City of Fort Lauderdale and/or Broward County who would be available to work on this contract.

Sal Almendarez  
437 Vista Isles Drive  
#2212  
Plantation, FL 33325

Corey Bacon  
628 NW 14<sup>th</sup> Avenue  
Apt. 1  
Fort Lauderdale, FL 33311

Ricky Barfield  
1101 NE 3<sup>rd</sup> Avenue  
Apt. 29  
Pompano Beach, FL 33060

Lenny B. Bellamy  
2057 NW 27<sup>th</sup> Street  
Oakland Park, FL 33311

Kenneth Branch  
2361 NW 33<sup>rd</sup> Street  
Apt. 612  
Oakland Park, FL 33309

Ebony Hall  
2622 Fletcher Court  
Hollywood, FL 33020

Rodolfo Lazo  
1304 NW 3<sup>rd</sup> Avenue  
Rear Apt.  
Fort Lauderdale, FL 33311

Roxana Martellini  
5754 McKinley Street  
Hollywood, FL 33021

Elizabeth Rojo (Almendarez)  
437 Vista Isles Drive  
#2212  
Plantation, FL 33325

Jacob Rojo

**1585 Coral Ridge Drive  
Fort Lauderdale, FL 33071**

**TAB 11 - ADDITIONAL SERVICES AVAILABLE**

Perm a Care hereby acknowledges that it understands and agrees to all the Contractor's Responsibilities in Part III Sections 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11.

Additional Services available to any venue in Fort Lauderdale are:

Carpet Cleaning	\$30-\$40 per hour per person as required
Floor Strip/Wax	\$30-\$40 per hour per person as required
Window Washing	\$30-\$40 per hour per person as required
Move in/Move out	\$30-\$40 per hour per person as required
Deep Cleaning new/old venue (not detailed in contract)	\$30-\$40 per hour per person as required
Window washing, grout cleaning, disinfection, sanitization, special projects, etc.	\$30-\$40 per hour per person as required
Powerwashing	\$30-\$40 per hour per person as required

Perm a Care J.S. Inc. may quote on all and every maintenance, janitorial and custodial need as required by the City of Fort Lauderdale.

Perm a Care J.S. Inc. ensures that all work shall be supervised and inspected by our Operations Manager as well as the City's authorized representative prior to billing.

All rates are to be agreed upon by both parties by a separate contract before the onset of any project.

## **TAB 12 - CLIENTS/REFERENCES**

### **Bloom Medical**

5330 West Atlantic Avenue  
Suite 300  
Delray Beach, FL 33484

Contact: Beth Bloom  
Tel: 561 496-5788

[bloommedical@yahoo.com](mailto:bloommedical@yahoo.com)

2010 - present

Approximately 5000 sq ft medical clinic – is provided with 5 day a week service, special scheduled services such as floor finishing and carpet cleaning.

### **Convey Health Solutions Fort Pierce Location**

Jim Knight  
V.P. – Facilities & Operations  
Tel: 954 903-5099

[jknight@conveyhs.com](mailto:jknight@conveyhs.com)

2010 - present

Approximately 75,000 sq ft call center with 450-600 employees. We provide almost round the clock coverage, special scheduled services such as strip/wax, carpet cleaning, etc. This facility has been enlarged many times over the past two years.

### **Convey Health Solutions Sunrise Location**

Jim Knight  
V.P. – Facilities & Operations  
Tel: 954 903-5099

[jknight@conveyhs.com](mailto:jknight@conveyhs.com)

Approximately 40,000 sq ft call center with 500 employees. We provide almost round the clock coverage, special scheduled services such as strip/wax, carpet cleaning, etc.

2010-present

**Convey Health Solutions  
Pompano Beach Location**

Jim Knight  
V.P. – Facilities & Operations  
Tel: 954 903-5099

[jknight@conveyhs.com](mailto:jknight@conveyhs.com)

November 2012 – present

Approximately 7500 sq ft shipping center. Provide 8 hour/5 day a week coverage.

**Convey Health Solutions  
Miramar Location**

Jim Knight  
V.P. – Facilities & Operations  
Tel: 954 903-5099

[jknight@conveyhs.com](mailto:jknight@conveyhs.com)

August 2014 – present

Approximately 50,000 sq ft. new call center opened in August 2014 with 500 to 600 plus employees. Provided full move-in detailed cleaning. We provide almost round the clock coverage, special services include strip/wax, carpet cleaning, window washing, etc.



**Grandview Preparatory School**

336 Spanish Blvd. NW  
Boca Raton, FL 33431

Alysa Glickman  
Operations Administrator  
Tel: 561 416-9737

[aglickman@grandviewprep.net](mailto:aglickman@grandviewprep.net)

August 2014 - present

Approximately 50,000 sq ft school (preK-Gr 13) located in several buildings. We provide 5 day a week cleaning services, special scheduled services include carpet cleaning, floor stripping/waxing, grout cleaning, etc.

**Guaranteed Rate**

4400 N. Federal Hwy.  
Suite 130  
Boca Raton, FL 33431

Kerry Marraffino  
Tel: 561 226-4234

[Kerry.Marraffino@guaranteedrate.com](mailto:Kerry.Marraffino@guaranteedrate.com)

August 2012 - present

Approximately 5000 sq ft mortgage brokerage office requiring 5 day a week cleaning services, special scheduled services include carpet cleaning, floor stripping/waxing, etc.

**Kelly Kelly & Sarbey**

3021 N. Federal Hwy.  
Suite 11B  
Fort Lauderdale, FL 33306

Scott Sarbey  
Tel: 954 561-0557

[ssarbey@sarbeykaufman.com](mailto:ssarbey@sarbeykaufman.com)

August 2001 – present

Accounting firm requiring 3 day/week service.

**Firm Realty**

Emerald Lake Plaza  
3109 Stirling Road  
Fort Lauderdale, FL 33312

Kristy Showalter  
Tel: 954 962-9700

[kristy@firmrealty.com](mailto:kristy@firmrealty.com)

2008 – present

Provide 5 day a week cleaning services to property management including special services.

**Town of Davie**

6591 Orange Drive  
Davie, FL 33314

Jack Diprima  
Tel: 954 797-1246

[jack\\_diprima@davie-fl.gov](mailto:jack_diprima@davie-fl.gov)

2005-August 2013

All Parks and Recreation Centers  
Town Hall  
Fire Administration  
Old Davie School/Museum

Provided 3/5/7 day a week services to all parks, recreation centers, fire administration building, Old Davie School/Museum and other facilities including all special services – grout stripping and cleaning, floor stripping/waxing, carpet cleaning, window cleaning, etc.

## **TAB 13 – ADDITIONAL ATTACHMENT**

Perm a Care J.S. Inc. is a 100% woman owned, small business operating in southeastern Florida, covering the area from Miami Beach to Fort Pierce. The owner is Diana Bedos, who bought the existing company in October, 2011 from the Cosentino family who has run a successful janitorial services company in southeastern Florida for over fifty years.

Diana has a specialized group of professional, support staff as well as dedicated, seasoned, professional cleaning team to support a thriving business in the service industry. Along with her incredible management team, Salvador Almendarez, and Elizabeth Rojo, she is increasing the company's status of maintaining and achieving high goals in cleaning perfection and execution.

With dedication to progress and new technology, Perm a Care has a highly innovative approach to new cleaning methods and information, as well as the progressively positive ensuing results.

Perm a Care's ultimate goal is:

To ensure and surpass our clients' requested services

To maintain our workers in a full time work position

To maintain our workers at "above" minimum wage

To ensure the quality of the products we provide to our clients

To ensure the service we provide to our clients

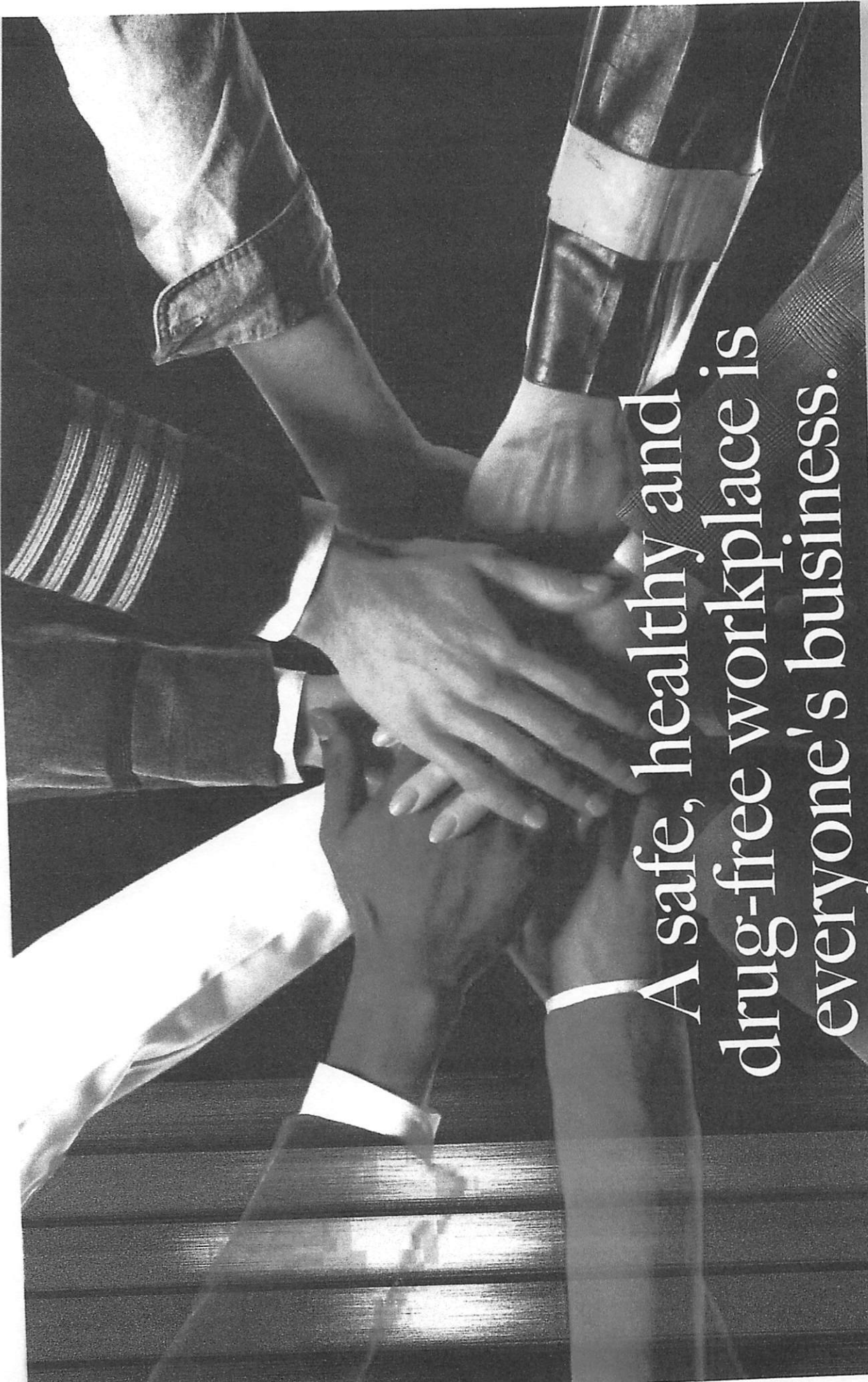
To ensure the health and welfare of our clients and its patrons

To ensure a healthy working environment to clients, patrons and workers

To ensure that our services are perceived positively by our clients and the community they serve

### **PERM A CARE'S PLEDGE**

**PERM A CARE IS COMMITTED TO EVERY CLIENT, ITS PATRONS, THE ENVIRONMENT, THE COMMUNITY AND ALL ITS MANAGEMENT STAFF AND FIELD WORKERS.**



A safe, healthy and  
drug-free workplace is  
everyone's business.

Thanks for making it yours.

U.S. Department of Labor, Working Partners for an Alcohol- and Drug-Free Workplace  
[www.dol.gov/workingpartners](http://www.dol.gov/workingpartners)



PERM A CARE JANITORIAL SERVICES, INC.

## Drug Free Workplace Program Policy

### **60 DAY NOTICE TO APPLICANT AND EMPLOYEES OF DRUG FREE WORKPLACE PROGRAM**

This Company has established a Drug Free Workplace Program. Employees are prohibited from using illegal drugs (including the non-prescribed use of prescription medication) on or off the employer's premises. Employees are also prohibited from possessing or transporting alcohol or illegal drugs on the premises. Employees may only possess or transport alcohol onto the employer's premises if it is part of the employee's job responsibilities. Possession of paraphernalia used in connection with the use of any drug is evidence of violation of this rule.

Drugs mean alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs or metabolite of any of these substances or any substances listed in **Section M** of the Company drug free workplace policy. Non-prescribed use of prescription medication is also prohibited.

This Company will require all applicants for employment and all existing employees, under certain circumstances, to be tested for the presence of drugs and/or alcohol as part of this Company's policy prohibiting drug or alcohol use. An employee violates the Drug Free Workplace Program by testing positive in a confirmed test for drugs. Refusal to cooperate in the drug testing procedure is an independent violation of this rule and accordingly, will be treated as a positive confirmed test for drugs. Upon conviction for violating any State or federal drug law, each employee of this Company is required to notify his or her immediate supervisor of such conviction within five business days thereof. This "notification of drug conviction" requirement applies whether the conviction resulted from conduct performed while in the course and scope of employment or off duty. Employees are required to report any drug related criminal charge brought against them, whether the result of on-duty or off-duty conduct.

Any violation of this rule will result in discipline, up to and including discharge and possible forfeiture of workers' compensation medical and indemnity benefits.

This notice is given on 09/22/13. Drug testing may begin 60 days after the date of this notice.



**PERM A CARE JANITORIAL SERVICES, INC.  
DIANA BEDOS, PRESIDENT**

**Employee Education Program  
for the Drug Free Workplace**  
(This first page to be signed and returned to your supervisor)

Workplace accidents and lack of productivity as the result of substance abuse threaten the well being of employers, employees, and our communities. To safeguard our workplace against the disastrous effects of substance abuse, this company has developed a Drug Free Workplace Program.

The Drug Free Workplace Program is a constructive means for management and employees to work together to maintain a safe, productive, drug free environment. The following is a short drug and alcohol awareness program designed to help you the employee understand the importance of this company's Drug Free Workplace Program. In addition, it is important that you understand the legal, social, physical, and emotional consequences of the misuse of alcohol and/or drugs.

Please review carefully the attached information. If you have questions or concerns please immediately contact your supervisor. Upon completion of your review of the attached materials, please complete the section below and return it to your supervisor.

I hereby acknowledge receipt of the Company Drug Free Workplace educational material. I have previously read and I understand the Company's Drug Free Workplace Policy.

---

**PERM A CARE JANITORIAL SERVICES, INC.**

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Employee Signature

---

Employee Name

---

Date

---

Supervisor Signature

**PERM A CARE JANITORIAL SERVICES, INC.**

**Drug Free Workplace Program**

Employee Name \_\_\_\_\_

ID Number \_\_\_\_\_

**DOCUMENTATION OF BASIS FOR REASONABLE SUSPICION TESTING**

Prepare within 7 days after all testing for reasonable suspicion, give to employee upon request, and keep confidential for at least one year.

Date of testing for reasonable suspicion \_\_\_\_\_.

Circumstances, which existed to warrant the testing done for reasonable suspicion, were as follows:

\_\_\_\_\_ A report of drug use, provided by a reliable and credible source,  
which has been independently corroborated.

\_\_\_\_\_ Evidence that an individual has tampered with a drug test during his employment with the  
current employer.

\_\_\_\_\_ Information that an employee has caused, contributed to, or been  
involved in an accident while at work.

\_\_\_\_\_ Evidence that an employee has used, possessed, sold, solicited, or  
transferred drugs while working or while on the employer's  
premises or while operating the employer's vehicle,  
machinery or equipment.

\_\_\_\_\_ Observable phenomena while at work, such as direct observation of drug use or of the  
physical symptoms or manifestations of being under the influence of a drug or alcohol.

\_\_\_\_\_ Abnormal conduct or erratic behavior while at work or a significant deterioration in work  
performance.

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_  
Diana Bedos, President  
Perm A Care Janitorial Services, Inc.



**NOTICE TO EMPLOYER:** If you have a Drug-Free Workplace Program established and maintained in accordance with Florida law, and you would like to apply for the 5% premium credit that is available, please complete this form and forward it to your insurer. Re-certification is required annually.

**APPLICATION FOR DRUG-FREE WORKPLACE PREMIUM CREDIT PROGRAM**

Name of Employer: PERMACARE JANITORIAL SERVICES, INC.

Date Program Implemented: SEPTEMBER 17, 2013

**Testing:**

Procedures for drug testing have been established and/or drug testing has been conducted in the following areas:

- Job applicant
- Reasonable suspicion
- Routine fitness for duty
- Follow-up testing to Employee Assistance Program

**Notice of Employer's Drug Testing Policy:**

- Copy to all employees prior to testing
- Posted on employer's premises
- Copy to job applicants prior to testing
- General notice given 60 days prior to testing
- Show notice of drug testing on vacancy announcements
- Copies available in personnel office or other suitable locations
- No notice required because the employer had a drug testing program in place prior to July 1, 1990

**Education:**

- Resource file on providers
- Employee Assistance Program
- Education

Name of Medical Review Officer: DR. SARA RINCK, 714-418-0130

A. Name of approved Agency for Health Care Administration Lab or United States Department of Health and Human Services Certified Laboratory: MEDTOX LABORATORY

B. Phone No.: (651) 636-7466

C. Address: 402 W. COUNTY RD #D ST PAUL, MN 55112

Your certification is subject to physical verification by the insurer. Your policy is subject to additional premium for reimbursement of premium credit, and cancellation provisions of the policy if it is determined that you misrepresented your compliance with Florida law. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

PermaCare JS, Inc.      9/17/13      [Signature]  
Employer Name      Date      Officer/Owner Signature\*  
Owner  
Title

\*Application must be signed by an officer or owner.

THE ABOVE SIGNED CERTIFIES THAT THIS INFORMATION IS A TRUE AND FACTUAL DEPICTION OF THEIR CURRENT PROGRAM.

[Signature]      9/17/13      May 14, 2014  
Notary Public's Signature      Date      Expiration of Commission

(NC3010)  
Form 09-01 Revised 7/04

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